



# **NBS End User Training: Payables Manual Vendor Entry User**

**Student Guide**



# Table of Contents

---

<b>NIH Payables Manual Vendor Entry User: Course Overview</b> .....	<b>1-1</b>
NIH Payables Manual Vendor Entry User: Course Overview.....	1-2
Course Objectives.....	1-3
Agenda.....	1-4
Training Guidelines .....	1-5
Accessing Oracle via the NIH Portal.....	1-6
Logging in to the NIH Portal.....	1-7
Adding a Community to your NIH Portal View.....	1-8
Questions.....	1-9
<b>How to Use the Manual</b> .....	<b>2-1</b>
How to Use the Manual.....	2-2
<b>NBRSS Overview</b> .....	<b>3-1</b>
NIH Business and Research Support System (NBRSS) Overview .....	3-2
NIH Enterprise IT Systems Architecture.....	3-3
NBRSS Project Objectives.....	3-5
NBRSS Governance Structure.....	3-6
NBS – How it Works.....	3-8
Expected Benefits of the NBS .....	3-9
Realities of the NBS.....	3-10
Track 1 Activities: General Ledger/Budget.....	3-11
Sample Track 2 Activities: Travel.....	3-12
<b>Overview of Supplier Table</b> .....	<b>4-1</b>
Overview of Supplier Table.....	4-2
Lesson Objectives.....	4-3
Supplier Table in Oracle.....	4-4
Population of Supplier Information for Track 2 .....	4-5
Entering Individual Travelers into Supplier Table .....	4-7
Entering Individual Travelers into Supplier Table (cont.).....	4-8
Population of the Bank Information .....	4-9
Traveler Entry into Oracle HR .....	4-10
Clinical Center Patient Entry Process.....	4-12
OFM Oversight of Clinical Center Entry .....	4-13
Option 3: Oracle Extension .....	4-14
NBS ACH Source and Manual Entry Process .....	4-15
Lesson Summary .....	4-16
<b>Review and Process New Traveler Requests</b> .....	<b>5-1</b>
Review and Process New Traveler Requests.....	5-2
Lesson Objectives.....	5-3
Reviewing and Processing New Traveler Requests.....	5-4
Roles and Responsibilities.....	5-5
Option 3: Oracle Extension .....	5-6
Accessing the Email Request.....	5-7
Sample New Record Request Email.....	5-8
Sample Modification Request Email.....	5-9
Search NBS for Existing Records.....	5-10
Searching for Existing Records .....	5-11
Searching for Employees.....	5-12
Approving or Rejecting the Request.....	5-14
Approving and Rejecting Traveler Addition/Modification Requests .....	5-17
Notification Status After Approval/Rejection .....	5-23
Transfer to the Supplier Table.....	5-24

Moving Message to Processed Requests Folder .....	5-25
Practice Lab .....	5-26
Reviewing Clinical Center Patient Entry .....	5-27
Clinical Center Patient Entry Process .....	5-28
Patient Audit Report .....	5-29
Submitting the Patient Audit Report .....	5-30
Practice Lab .....	5-33
Updating Clinical Center Records .....	5-34
OFM Identifies Error on the Patient Audit Report .....	5-35
Clinical Center Identifies Need for Update .....	5-36
Modifying Clinical Center Patient Name or SSN .....	5-37
Practice Lab .....	5-40
Lesson Summary .....	5-41
<b>Supplier Table Management .....</b>	<b>6-1</b>
Supplier Table Management .....	6-2
Lesson Objectives .....	6-3
Records for Individuals in the Supplier Table .....	6-4
Other Suppliers .....	6-5
Entering a New Supplier .....	6-6
Entering New Suppliers .....	6-7
Searching for Existing Suppliers .....	6-8
Entering A New Supplier .....	6-9
Entering a New Supplier .....	6-10
Practice Lab .....	6-17
Updating an Existing Supplier .....	6-18
Updating an Existing Supplier - Individual .....	6-19
Updating an Existing Supplier - Company .....	6-20
Updating the Supplier Address Information .....	6-21
Updating a Supplier Address .....	6-22
Adding a New Site .....	6-32
Adding New Contacts .....	6-33
Placing a Supplier On-Hold .....	6-34
Placing a Supplier On Hold .....	6-35
Inactivating Records .....	6-40
Inactivating A Supplier Site .....	6-41
Inactivating A Supplier Contact .....	6-42
Practice Lab .....	6-43
Searching for Duplicate Supplier Records .....	6-44
Searching for Duplicate Supplier Records .....	6-45
Supplier Report .....	6-46
Submitting the Supplier Report .....	6-48
Supplier Audit Report .....	6-51
Submitting the Supplier Audit Report .....	6-52
Practice Lab .....	6-54
Removing Duplicate Supplier Records .....	6-55
Removing Duplicate Records .....	6-56
Inactivating an Employee .....	6-57
Merging Supplier Records .....	6-58
Merging Supplier Records .....	6-59
Inactivating A Supplier – An Alternative to Merging Supplier Records .....	6-62
Practice Lab .....	6-63
Lesson Summary .....	6-64
<b>Bank Setup Support Activities .....</b>	<b>7-1</b>
Bank Setup Support Activities .....	7-2
Lesson Objectives .....	7-3
Bank Information and the Supplier Table .....	7-4

Review of NIH ACH Entry Process .....	7-5
Searching for Suppliers .....	7-6
Searching NBS for Supplier .....	7-7
Determining entry location and method for ACH information.....	7-8
Manual Vendor Entry Review Request .....	7-9
NBS ACH Source.....	7-10
Does Supplier Have Existing ACH Information?.....	7-11
Lesson Summary .....	7-12
<b>Important Dates and Information.....</b>	<b>8-1</b>
Important Dates and Information.....	8-2
NBS Track 2 Go-Live.....	8-3
Initial Oracle Set Up Required .....	8-4
NBS Travel Support Resources .....	8-5
Evaluation.....	8-6
Good Luck .....	8-7



# **NIH Payables Manual Vendor Entry User: Course Overview**

## **Chapter 1**

## NIH Payables Manual Vendor Entry User: Course Overview

---



### NIH Payables Manual Vendor Entry User: Course Overview

*Track 2 End User Training*  
*August 21 – 22, 2003*



## Course Objectives

---



### Course Objectives

- Overview of the NBRSS and NBS
- Overview of the Supplier Table
- New Traveler Request and Review Processes
- Maintenance of the Supplier Table
- Bank Setup Support Activities

# Agenda

---



## Agenda

### Thursday, August 21<sup>st</sup>

- 9:00 – 10:00: Introduction to the NBRSS and Supplier Table
- 10:00 – 12:00: Reviewing New Traveler Requests
- 1:00 – 3:00: Reviewing Clinical Center Entries

### Friday, August 22<sup>nd</sup>

- 9:00 – 9:30: Review Period
- 9:30 – 10:30: Adding a New Supplier
- 10:30 – 1:00: Employee and Supplier Table Maintenance

## Training Guidelines



---



### Training Guidelines


1. Ask Questions
2. Cheating is encouraged
3. Don't let me get ahead
4. Have fun!

## Accessing Oracle via the NIH Portal

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Accessing Oracle via the NIH Portal

- Oracle is a web-based application available via the NIH Portal
- NIH Portal website: <http://my.nih.gov>
  - To Log on use your:
    - NIH Domain
    - User Name
    - Password
  - For assistance, contact NIH Help Desk at 6-HELP (301.496.4357).
- Add the Budget & Finance Community, which is the page where the Oracle application resides



NBRSS Application Launcher  
NBS Finance  
▶ [Production](#)  
General Ledger, Fed Admin, Projects

Page 4

## Logging in to the NIH Portal

The screenshot shows the NIH Login page. At the top left is the NBRSS logo (National Institutes of Health Business & Research Support System). To its right is a blue header bar with the text "Logging in to the NIH Portal". Below the header is a white box containing the login form. The form has a red circle around the "Select your domain", "User name", "Password", and "Log in" button. The "Select your domain" dropdown is set to "NIH". The "User name" field contains "paulsa". The "Password" field is masked with asterisks. Below the form is a "Warning Notice" section with text about unauthorized access. At the bottom of the page are logos for CIT, the National Institutes of Health, and the Department of Health and Human Services. A red bar at the bottom right contains the text "Page 5".

**NIH Login**

1 Select your domain: NIH Which domain should I select?

2 User name: paulsa

Password: [masked] Change Password

**Log in**

**Warning Notice**

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Please e-mail questions or comments to [tasr@nih.gov](mailto:tasr@nih.gov) or call 301-594-6248

**Page 5**

### Follow steps below to access the NBS Travel System application from the NIH Portal.

- Launch Internet Explorer. In the browser, navigate to the NIH Portal at <http://my.nih.gov>. (Note: If you need Internet Explorer installed on your computer, please contact the NIH Help Desk at 6-HELP (301-496-4357))
- Sign in to the NIH Portal according to the steps listed below, using the account information you currently use to log on to Windows at your workstation.
  - Select your **domain** from the pull-down menu. (Hint: Use the "Which domain should I select? link for assistance.)
  - Enter your **User name**.
  - Enter your **Password**.
  - Click the **Log in** button.

For Portal account and password assistance, contact the NIH Help Desk at 6-HELP (301-496-4357).

## Adding a Community to your NIH Portal View

The screenshot displays the NIH Portal interface with the following elements and numbered steps:

- Step 1:** Click on the "Communities" tab in the top navigation bar.
- Step 2:** Click on "Edit Your Memberships" in the left sidebar.
- Step 3:** Select the checkbox next to "NBRSS BudgetFinance" in the "Browse for Communities" list.
- Step 4:** Click the "ADD TO MY MEMBERSHIPS >>" button for the selected community.
- Step 5:** Click the "Finish" button in the top right corner of the main content area.

The interface also shows a "Your Community Memberships" section on the right, listing the default community as "NBRSS Travel Users".

### What is a Portal Community and how do I subscribe to a Portal Community?

Portal Communities provide content, documents and application access to users who have a common area of interest. Once you subscribe to a community, it will appear in the list on your Communities tab every time you visit the NIH portal. Follow the steps below to subscribe to a community.

- Click on the “**Communities**” tab and select “**Edit Your Memberships**”.
- **Locate a community** of interest either by clicking a folder to browse for communities or by entering a key word in the Search field and clicking "Go" to look for a specific community.
- Once you locate a community of interest, **select it** by clicking in the box next to the community name.
- Click “**Add to my Memberships**”. (You may need to select your default community.)
- Click “**Finish**”. The subscribed community will now appear in the list on your “Communities” Tab every time you access the portal.

Page 7



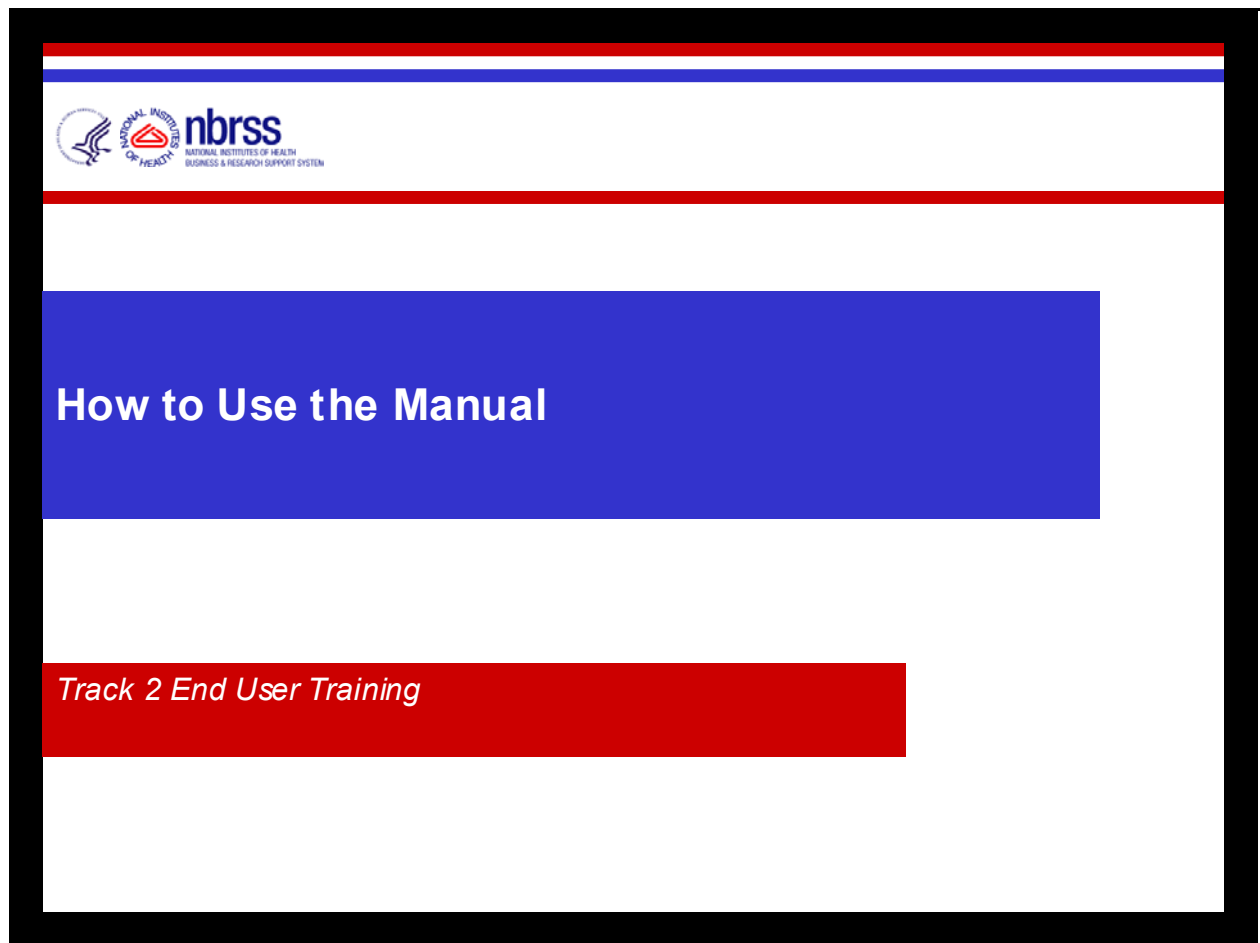


# **How to Use the Manual**

## **Chapter 2**

## How to Use the Manual

---



## How to Use the Manual



## How to Use the Manual


- Each Student Guide contains a Table of Contents

### Table of Contents

<b>NIH Receivables Customer Entry: Course Overview .....</b>	<b>1-1</b>
NIH Receivables Customer Entry: Course Overview .....	1-2
Course Objectives .....	1-3
Agenda .....	1-4
Training Guidelines .....	1-5
How to Use the Manual .....	1-6
Accessing Oracle via the NIH Portal .....	1-16
Logging in to the NIH Portal .....	1-17
Adding a Community to your NIH Portal View .....	1-18
Questions .....	1-19
<b>NBRSS Overview .....</b>	<b>2-1</b>
NIH Business and Research Support System (NBRSS) Overview .....	2-2
NIH Enterprise IT Systems Architecture .....	2-3
NBRSS Project Objectives .....	2-5
NBRSS Governance Structure .....	2-6
NBS – How it Works .....	2-8
Expected Outcomes of the NBS .....	2-9
Realities of the NBS .....	2-10
Track 1 Activities: General Ledger/Budget .....	2-12
Sample Track 2 Activities: Travel .....	2-13
<b>Accounts Receivable Overview .....</b>	<b>3-1</b>
Track 2 Accounts Receivable Overview .....	3-2
Lesson Objectives .....	3-3


## How to Use the Manual

---

**How to Use the Manual**

- Each Chapter constitutes a lesson
- Each lesson has a set of objectives

Lesson Objectives

**Lesson Objectives**

After this lesson you should know how to:

- Process customer addition requests
- Process customer update requests
- Conduct routine customer table maintenance activities

Page 1

Page 2

---

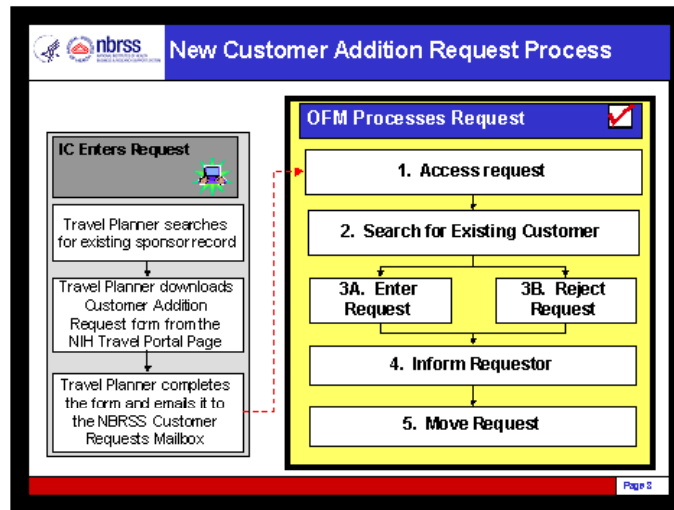
How to Use the Manual

Chapter 2 - Page 4

## How to Use the Manual


- The lessons contain information on the business processes as well as step-by-step instructions on how to perform tasks in the NBS

### New Customer Addition Request Process



All requests should be submitted via email. Requests will be forwarded to a central mailbox, accessed through Microsoft Outlook.

# How to Use the Manual

**nibrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

## How to Use the Manual

Step-by-step instructions on how to perform tasks in the NBS are contained in “Navigation” documents.

**1**

**Navigations:**

1. May contain a **Purpose** or **Prior Activity** section
2. Contain a Navigation Box on the first page
3. Contain a picture of the screen that you will use to enter the data

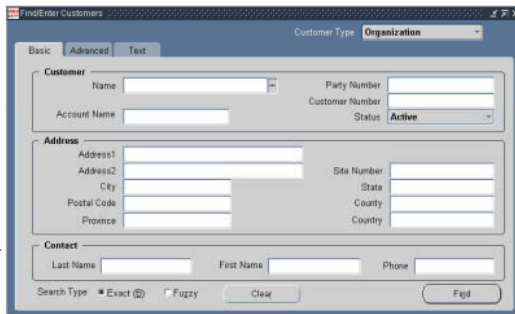
### Entering a New Customer

**Purpose**



The purpose of this document is to describe how new customers are entered into NBS. If a customer already exists in NBS, but requires modification, then refer to one of the following documents:

- Entering a New Customer Contact
- Entering a New Customer Bill-To Address
- Modifying Customers

NIH Receivables Customer Entry  
N > Customers > Standard  
Find/Enter Customers



## How to Use the Manual

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

## How to Use the Manual


- Navigation Boxes describe how to get to the appropriate screen in Oracle to perform the task

NIH Receivables Customer Entry	←	<b>Oracle Responsibility</b>
N > Customers > Standard	←	<b>Navigation Path</b>
Find/Enter Customers	←	<b>Screen Name</b>

- Navigation Boxes are always followed by a screen shot of the window you will navigate to.

Page 5


## How to Use the Manual



### How to Use the Manual

1. Directive statements will help you determine your next step. The statements are indicated in **Bold**

2. Words in **Bold** font indicate a field, window, or button name



If a message is received stating that no customer matched your criteria, goto task #3. Otherwise, goto task #4.

3. Select the **Cancel** button.

**Goto task #1.**

4. Place your cursor in the line associated with the customer contact that displays both the **Party Number** and **Customer Number**.

5. Select the **OK** button.

Result: The **Customers - Standard** window is displayed.

Page 6



## How to Use the Manual



### How to Use the Manual

The shaded fields indicate that the entry is optional or that you should accept the default values

7. Enter the city name in the **Site Name** field.
8. Enter the following address information.


Field	Description
Country	Select the appropriate country from the LOV.
Address	Enter the address line information
City	Enter the city name
State	Enter the state
Postal Code	Enter the Postal Code
Province	Enter the province abbreviation
County	Enter the county name

Example: The following is a sample completed **Supplier Sites** window.

If a field is not referenced, you should not change the default value.

## How to Use the Manual


---

**nhrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### How to Use the Manual

**Note**s provided after the task instruction provide useful information or helpful hints to complete the step.

13. In the **Payment Method** field, select the appropriate payment method for this supplier.

 **Note:** Once bank information is associated with a supplier, the **Payment Method** field is automatically updated to **Electronic**.

14. Save the record.

Page 8

## How to Use the Manual

## How to Use the Manual

The end of the task will be indicated by **End of Activity.**

**Example:** Below is a sample completed **Contacts: Roles** region tab.

Last	First	Title	Number	Job	Mail Stop	Reference	Active
FELDMAN	BENJAMIN	Mr.		Treasurer			<input checked="" type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Description	Primary
Bill To	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

15. Save your work.

**End of activity.**


Page 9

How to Use the Manual

Chapter 2 - Page 11

## How to Use the Manual


---



### How to Use the Manual

Each lesson concludes with a Lesson Summary

Lesson Summary



#### Lesson Summary

In this lesson you learned how to:

- Process customer addition requests
- Process customer update requests
- Conduct routine customer table maintenance activities

Page 26

Page 10

# **NBRSS Overview**

## **Chapter 3**

## NIH Business and Research Support System (NBRSS) Overview

---

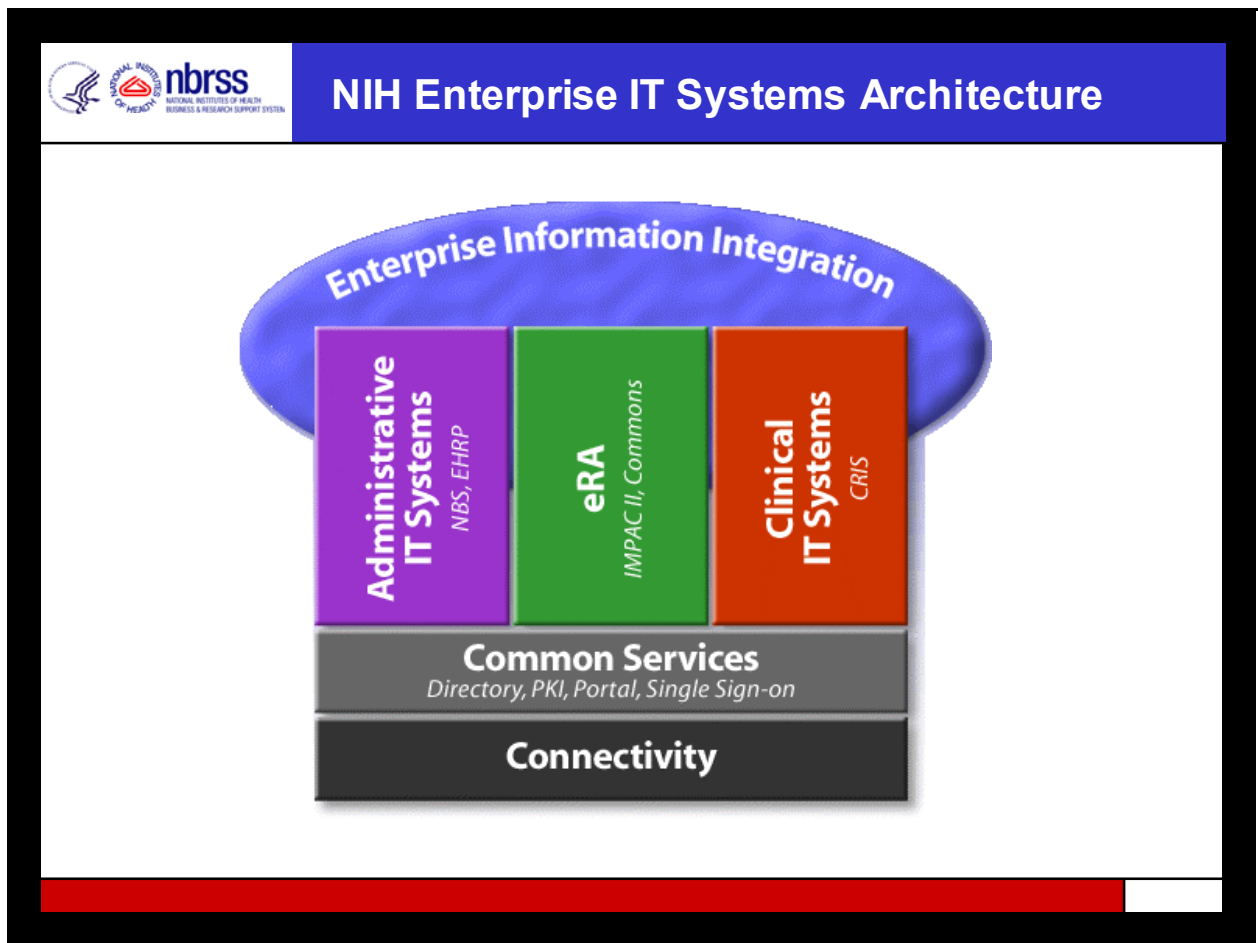


The slide features a header with the NIH logo, the text "NATIONAL INSTITUTES OF HEALTH", and the "nbrss" logo. Below the header, the title "NIH Business and Research Support System (NBRSS) Overview" is displayed in white text on a blue background. At the bottom, the text "Track 2 End User Training" is shown in white on a red background.

NIH Business and Research Support System (NBRSS) Overview

Track 2 End User Training

# NIH Enterprise IT Systems Architecture

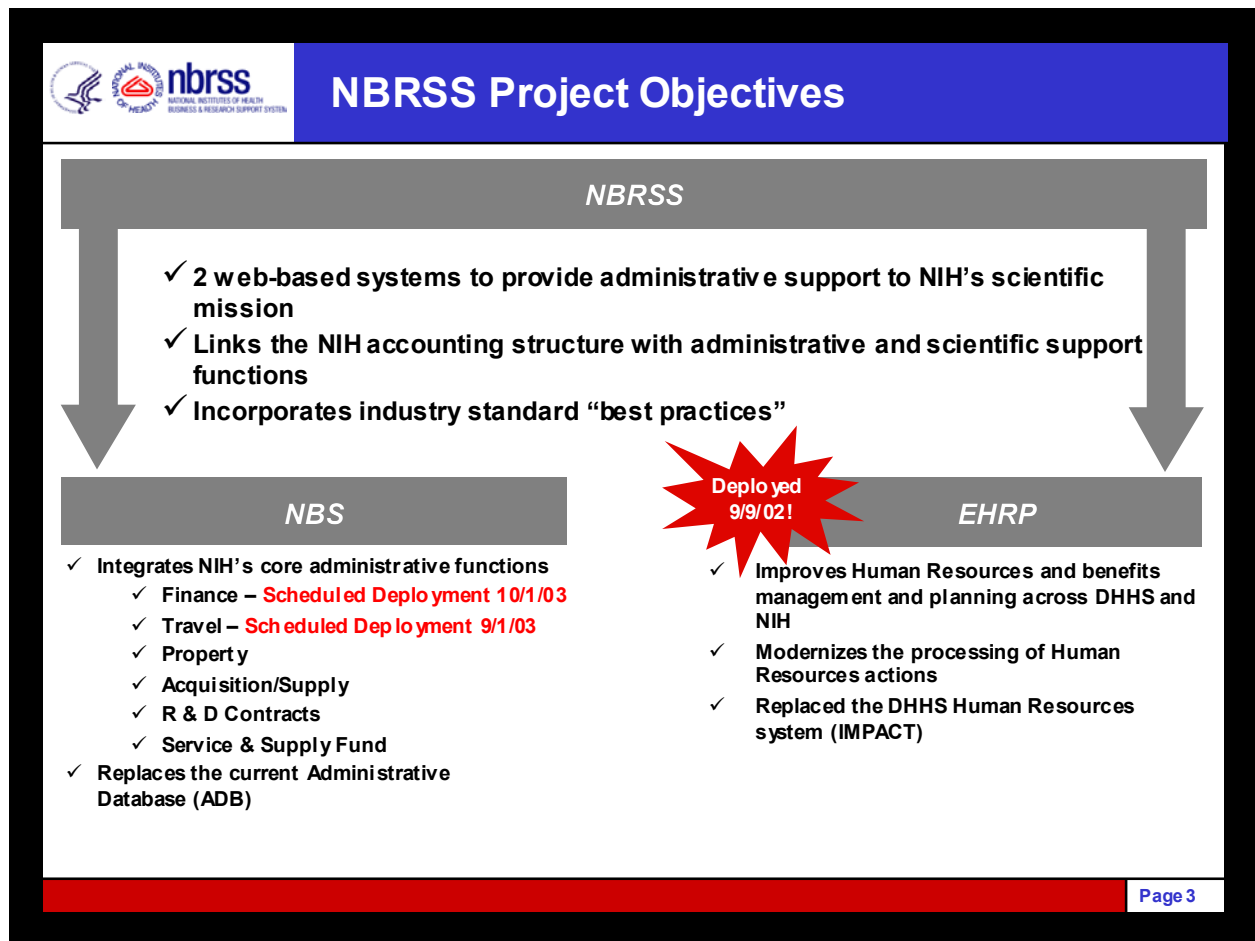


## NIH Business System (NBS) – How it all started

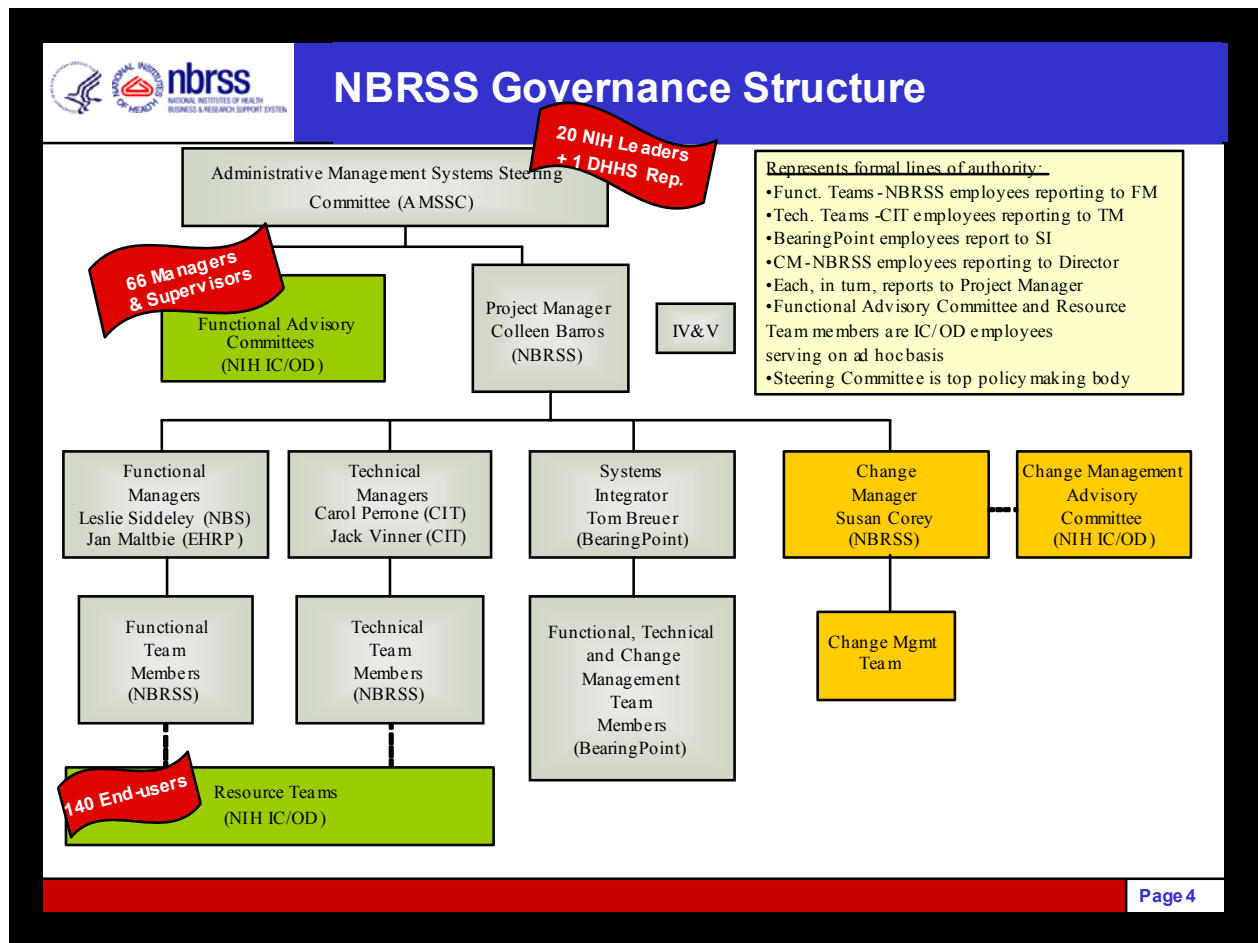
- Project began in FY 1999 with the development of a comprehensive business case to replace NIH's Administrative Data Base (ADB).
- ADB -- An integrated data base that services most of NIH's administrative and support functions.
  - Central Accounting, Accounts Payable, Travel, Property, Acquisitions/Supply, Contracts, and Service and Supply Fund activities.
  - Transactions feed the accounting system from the point of origin, i.e., procurement requisition, travel order, etc.
  - Used by about 5,000 NIH employees, most of whom are in the Intramural Research Program.
  - Processes approximately 150,000 transactions each day.
- Work groups comprised of 200 NIH employees helped with the NIH decision to go with a commercial Enterprise Resource Planning (ERP) product.
- The challenge is not to design software but to adapt NIH business practices to the "best practices" embedded into the commercial ERP product.



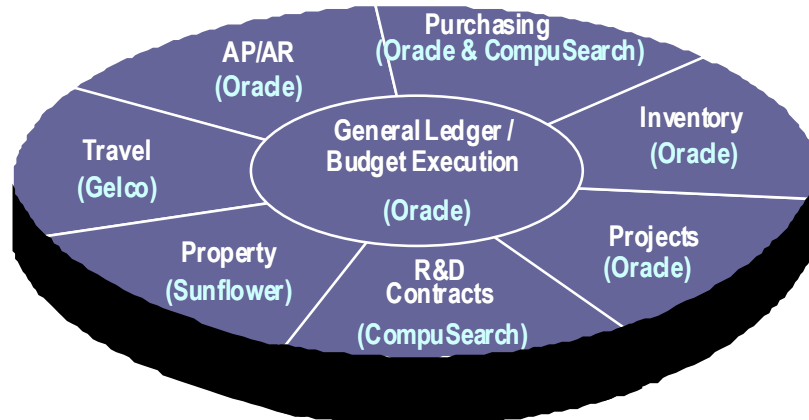
## NBRSS Project Objectives



# NBRSS Governance Structure



## NBS - An Integrated System

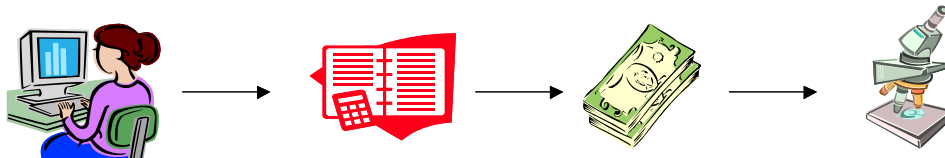


## NBS – How it Works



### NBS – How it Works

- Typically, transactions proceed horizontally across several administrative functions.
  - Administration uses the NBS to [purchase](#) a piece of equipment for a scientist.
  - In *real time*, this information automatically transmits to [finance](#) to check funds availability; obligate funds; and once the equipment is received, pay the bill.
  - Upon receipt this information automatically flows to [property](#) to track the equipment.



- Why an integrated system?
  - Eliminates multiple entries;
  - Minimizes the potential of errors;
  - Provides accurate reports; and
  - Eliminates the expense and technical difficulty of linking together systems that are dedicated to individual functions.

## Expected Benefits of the NBS

---



### Expected Benefits of the NBS

- One integrated system, linking each of the major business functions, including human resources;
- Better integration and sharing of information within the organization;
- Improved managerial control and access to key data; and
- Improved financial statements and management reports across NIH, using the new Accounting Classification Structure (ACS).

## Realities of the NBS

---



### Realities of the NBS

- NBS replaces a dying system – something had to be done. NBS offers a modern-day feel, but no system is perfect, and the NBS will not solve everything.
- NBS is not a proprietary system – we're bound by the software, and customizations are costly.
- There will be a phased conversion period, so we will not experience the full functionality and benefits all at once. As pieces of the current system are shut down and the new system is set up, there will be disruption.
- The administrative, legal, and regulatory policies outside of the NBS remain.
- To reap the full benefits of the NBS, local IC policies and approval levels may need to be reevaluated.
- The NBS project is not operating independently – it is influenced by various Department initiatives.

## Track 1 Activities: General Ledger/Budget

---



### Track 1 Activities: General Ledger/Budget

- NBS General Ledger replaces the CAS as the system of record
- New projects (former CANs) are created
- Budgets are entered based on the new accounting structure

## Sample Track 2 Activities: Travel



### Sample Track 2 Activities: Travel

- **NBS Travel System**
  - Enter, approve, and electronically route travel documents, such as authorizations and vouchers.
- **Accounts Payable**
  - Process payments to travelers and travel management centers for expenses entered in the NBS Travel System
  - Maintain the database of travelers and banking information
- **Accounts Receivable**
  - Establish a list of sponsors that is referenced by the NBS Travel System
  - Track amounts due from and paid by non-federal organizations that sponsor travel
- **Cash Management**
  - Reconcile invoices from TMC files to expenses entered in the NBS Travel System and processed in Accounts Payable
- **General Ledger/Fed Admin**
  - Collect data from all financial subledgers
  - Record in-kind contributes from sponsors
  - Enter manual journal vouchers



# Overview of Supplier Table

## Chapter 4

## Overview of Supplier Table

---

The slide features a header with three logos: the Department of Health logo, the National Institutes of Health logo, and the nbrss logo (National Institutes of Health Business & Research Support System). The main title 'Overview of Supplier Table' is displayed in white text on a blue rectangular background. Below this, a red rectangular box contains the text 'Track 2 End User Training' and 'August 21 - 22, 2003' in white.

## Lesson Objectives

---




### Lesson Objectives

After this lesson you should know:

- How the Supplier Table is utilized in the NBS
- What information is held in the Supplier Table
- How individual and organization supplier information is entered into the Supplier Table
- How banking information is entered for individuals who receive ACH payments

## Supplier Table in Oracle

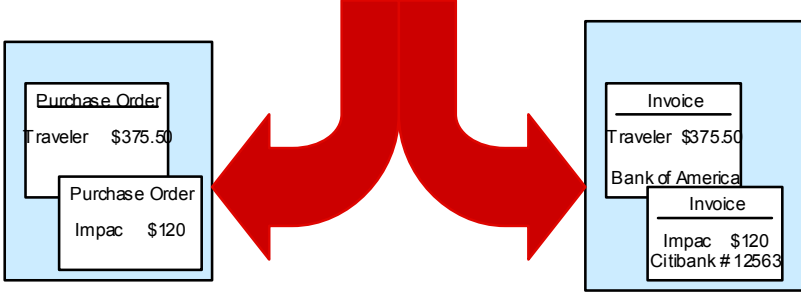
**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Supplier Table in Oracle

- The Supplier Table is the main source of supplier information in NBS.
- Basic supplier information such as name, address, payment method, must be entered prior to the creation of a purchase order or AP invoice.
- Bank information is required prior to the issuance of electronic payments in AP.

**Supplier Table**

Name	Address	Supplier #	Organization	Bank Information
John Smith	1256 Democ	1526354	HN2536C	Bank of America
Jane Doe	2563 Femw	152685	HN2563C	Citibank




Page 2

Before a purchase order or AP invoice can be set up, the supplier must be entered into the Supplier Table.

Before an electronic payment can be issued from AP, the supplier's bank information must be entered into the Bank Table.

## Population of Supplier Information for Track 2

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Population of Supplier Information for Track 2


- The Supplier Table contains information on every entity that will be paid from the NBS.
- This list includes:
  - Individuals
    - Employees
    - Contractors
    - Fellows
    - Patients
    - Council Members
    - Guest Speakers, Interviewees...
  - Companies
    - Impac Government Services (U.S. Bank) for TMC purchases of tickets and TMC service fees
    - Vendors

**Supplier Table**

- Individuals
- Companies

Page 3

## Population of Supplier Information for Track 2

**Population of Supplier Information for Track 2**

➤ If a supplier is to be paid electronically, ACH data is required.

- Most individuals will be required to submit ACH information.
- The exceptions are Bethesda Clinical Center Patients, Baltimore Patients, and foreign travelers.

**Supplier Table**

Individuals

Companies

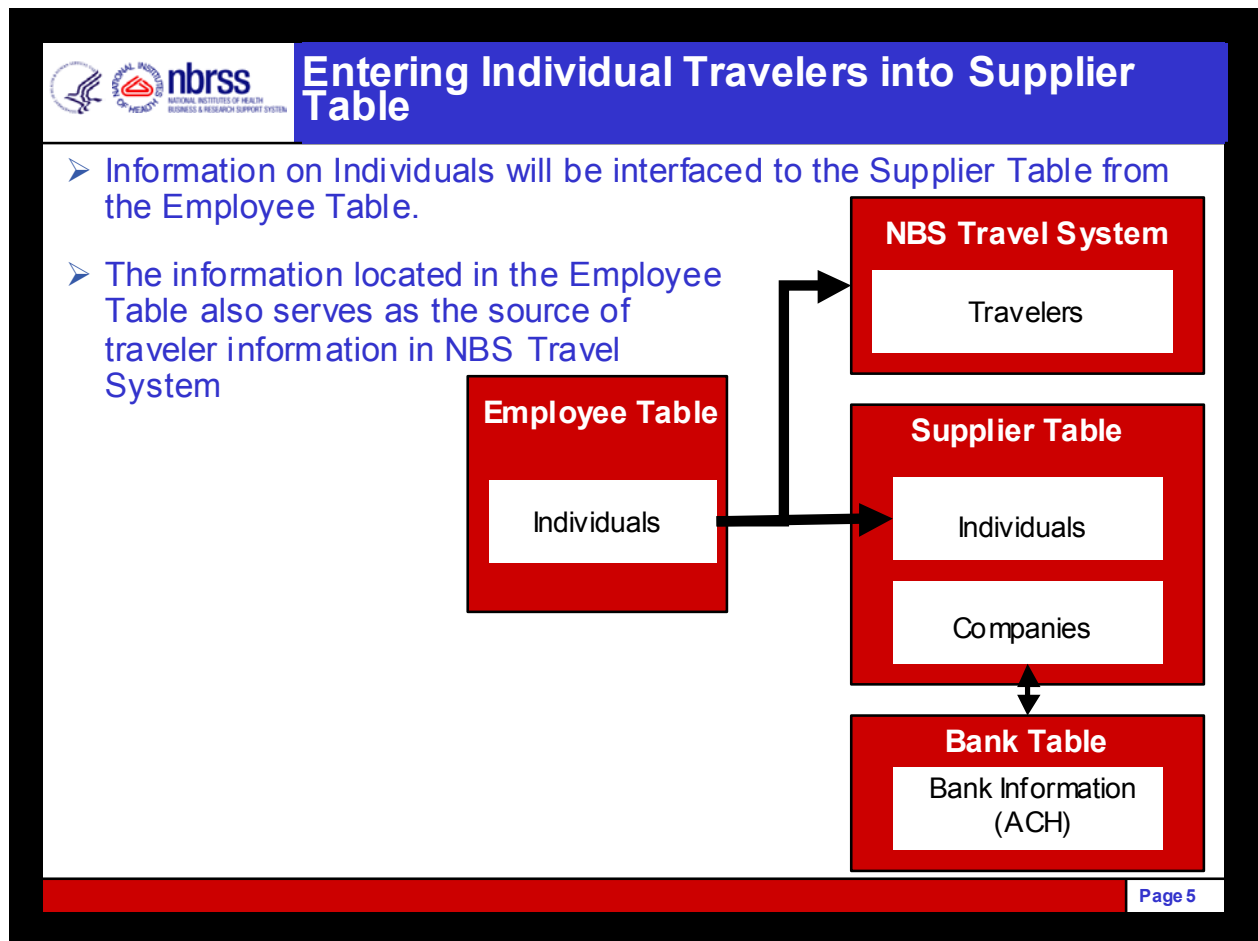
↕

**Bank Table**

Bank Information (ACH)

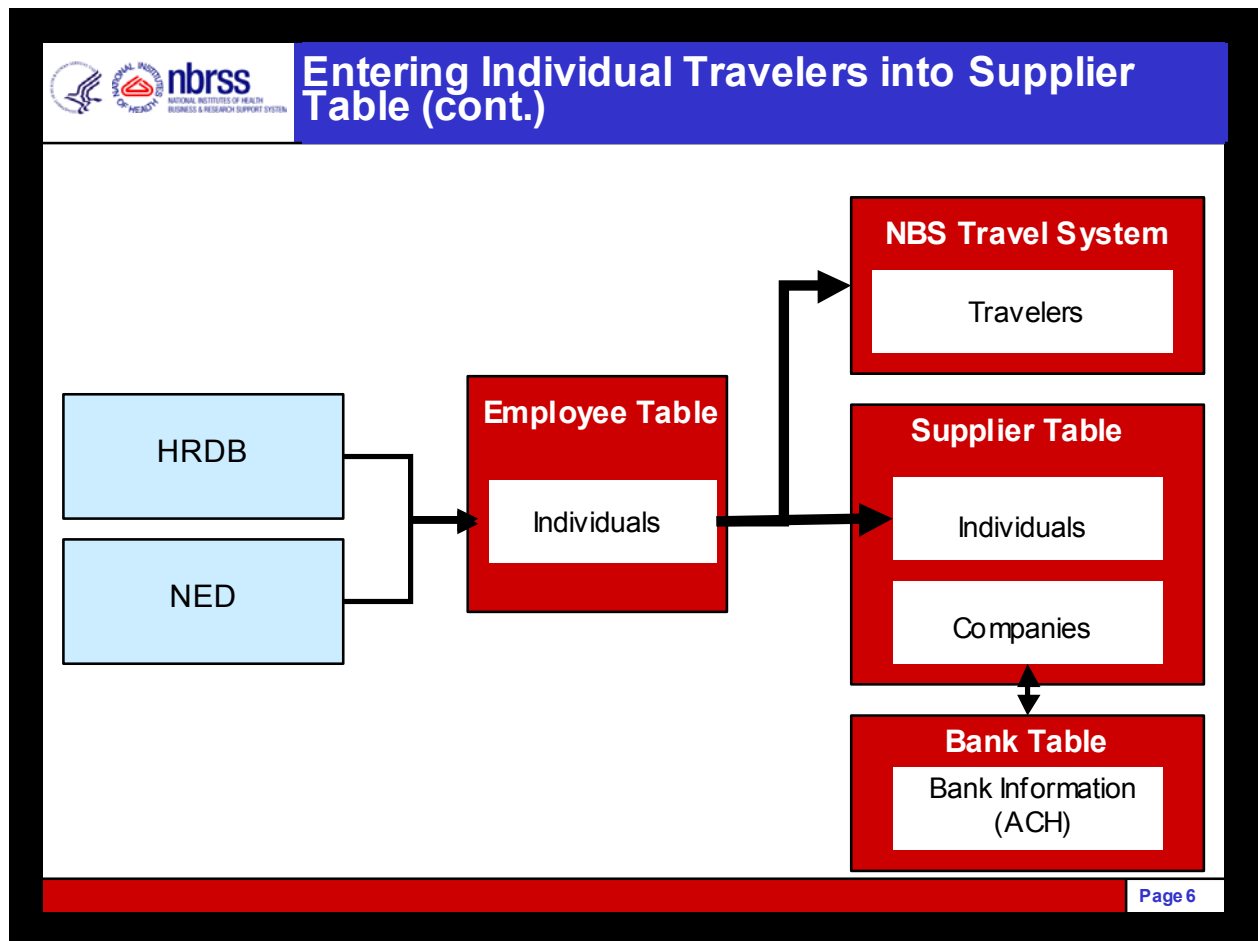
Page 4

## Entering Individual Travelers into Supplier Table



The process that brings information from the Employee Table to the Supplier Table and the NBS Travel System will run every hour.

## Entering Individual Travelers into Supplier Table (cont.)



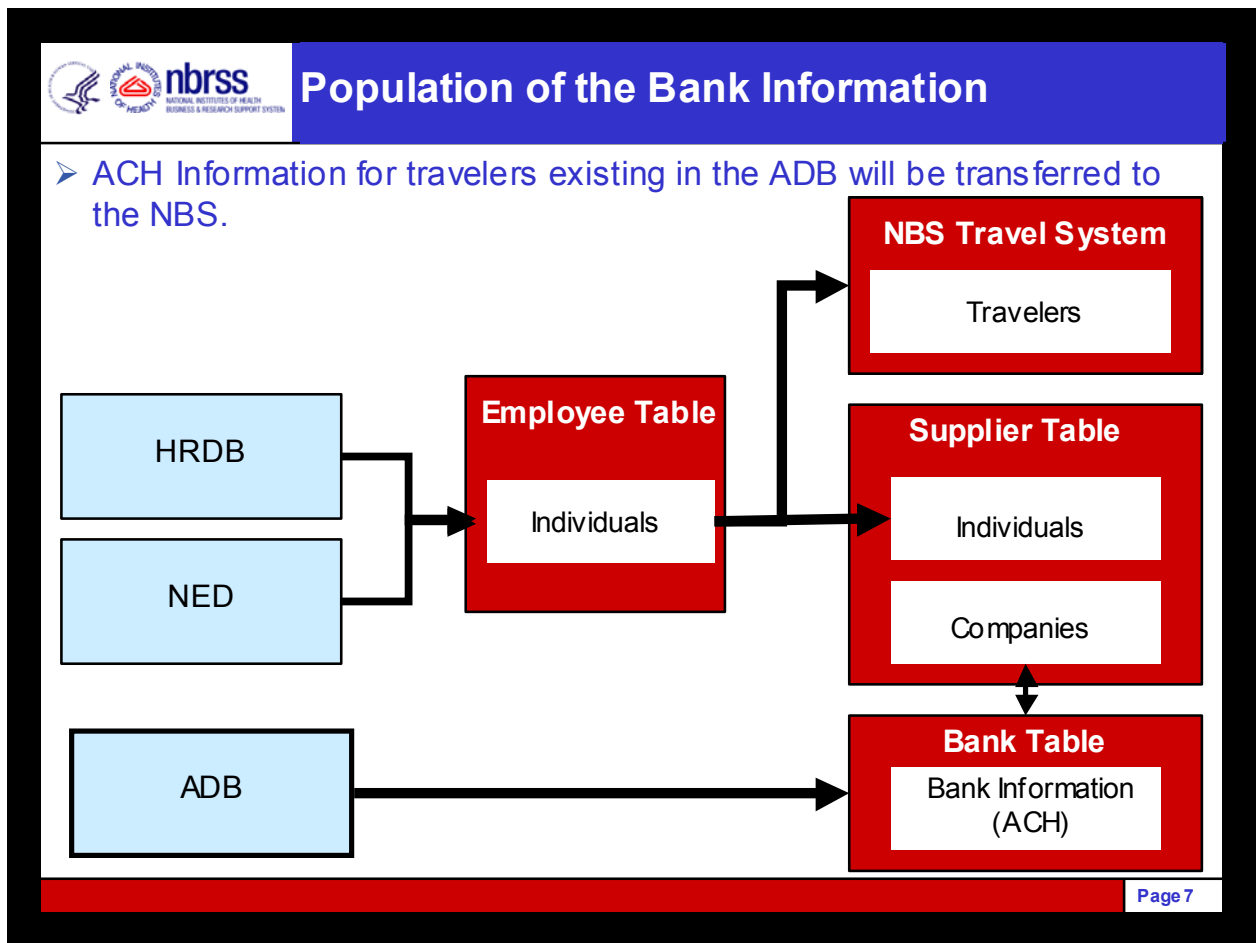
Information for individuals will be interfaced from HRDB (Human Resources Database) and NED (NIH Enterprise Directory) into the Employee Table.

The process that transfers records from NED to the Employee Table will run on a nightly basis.  
The process that transfers records from HRDB to the Employee Table will run every two weeks.

Individuals who are not located in either of those two systems will be entered directly into the Employee Table.




## Population of the Bank Information



The process that transfers ACH information from the ADB to the NBS Bank Table will run on a nightly basis.

ACH information for new travelers who wish to be paid electronically and are not located in the ADB must be entered into the NBS manually.

## Traveler Entry into Oracle HR

 <b>Traveler Entry into Oracle HR</b>				
	Bethesda Clinical Center Patients	Baltimore Patients	Phoenix Patients	Non-NIH Affiliated Travelers
<b>EIN Prefix</b>	<b>CP</b>	<b>BP</b>	<b>PP</b>	<b>NN</b>
<b>Entry Method</b>	<ul style="list-style-type: none"> <li>➤ Clinical Center Enters</li> <li>➤ OFM Reviews</li> </ul>	<ul style="list-style-type: none"> <li>➤ Baltimore Requests</li> <li>➤ OFM Approves or Rejects</li> </ul>	<ul style="list-style-type: none"> <li>➤ Phoenix Requests</li> <li>➤ OFM Approves or Rejects</li> </ul>	<ul style="list-style-type: none"> <li>➤ IC Requests</li> <li>➤ OFM Approves or Rejects</li> </ul>
<b>ACH</b>	<b>NO</b>	<b>As needed</b>	<b>Yes</b>	<b>As Needed</b>

Page 8

Four types of individuals will not be interfaced from NED or the HRDB:

- Bethesda Clinical Center Patients (CP)
- Baltimore Patients (BP)
- Phoenix Patients (PP)
- Non-NIH Affiliated Travelers (NN)

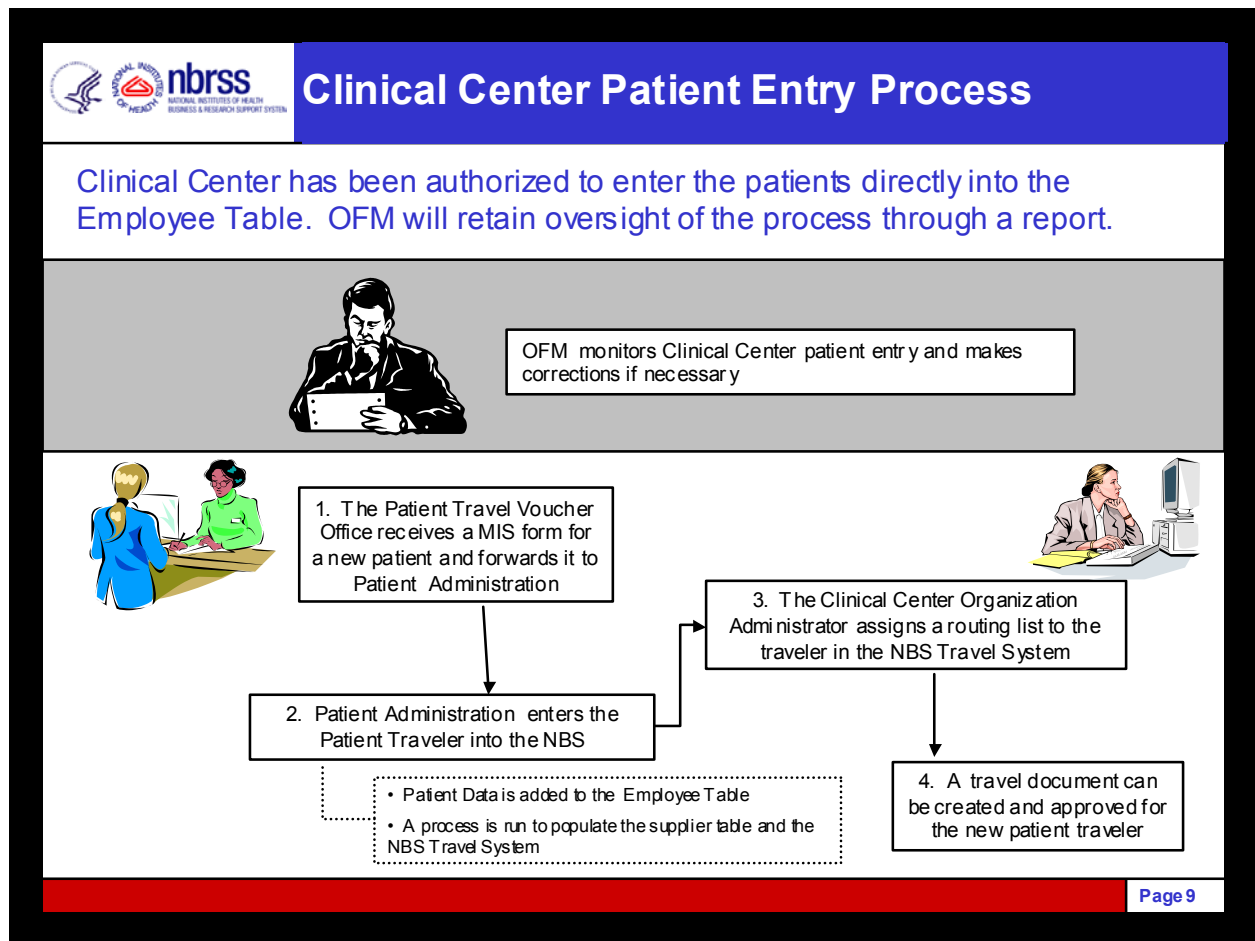
**Government Accounting will approve the entry of the following travelers prior to the creation of the supplier record:**

- Baltimore Patients
- Phoenix Patients
- Non-NIH Affiliated Travelers.

**Clinical Center staff will enter the Bethesda Clinical Center Patients. OFM will retain oversight of the entry.**

**ACH entry is not allowed on Bethesda Clinical Center Patients.**

## Clinical Center Patient Entry Process




The Clinical Center in Bethesda is responsible for entering new patients that travel to the Clinical Center into the Employee Table.

A process will run every hour to send new traveler information to the NBS Travel System and the Supplier Table.


The Clinical Center Organization Administrator is responsible for setting up the traveler profiles for the newly added patient travelers.

OFM is responsible for general oversight of the Clinical Center's record entry to ensure that they are following entry guidelines.

## OFM Oversight of Clinical Center Entry



### OFM Oversight of Clinical Center Entry

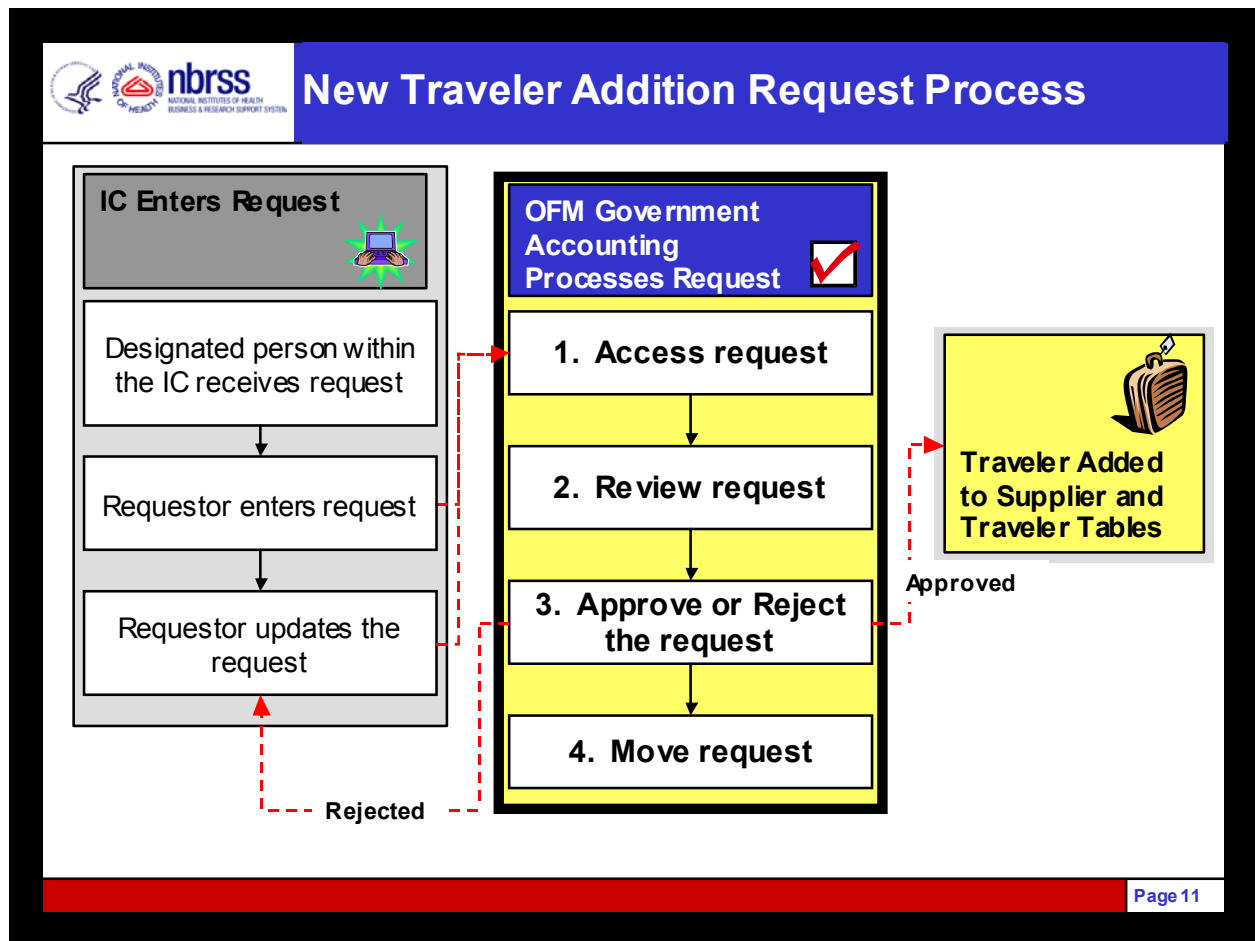


OFM monitors Clinical Center patient activity and makes corrections if necessary

- OFM retains oversight responsibilities for Clinical Center patient entry.
- OFM Government Accounting Office runs a report to view all entries made by Clinical Center to review for accuracy.
- If the Clinical Center requires a change to a patient's SSN or name, the Clinical Center must request the change from OFM.

Page 10

## Option 3: Oracle Extension



This process is similar to the current EIN request process.

This process will be used when adding Baltimore Patients, Phoenix Patients and Non-NIH Affiliated Travelers to the NBS.

OFM will receive the request via email to a central mailbox.

OFM retains control over the record. The record will not proceed to the supplier table or to the NBS Travel System until OFM approves the request.

## NBS ACH Source and Manual Entry Process



### NBS ACH Source and Manual Entry Process

- The chart below describes the source of ACH information in the NBS.

Traveler Type	NBS ACH Source
Employees	ADB Vendor File
Domestic and Foreign Fellows with US bank account	ADB Vendor File
Foreign Fellows without US bank account	N/A
Consultants/Contractors	ADB Vendor File
Committee Members/Appointments	ADB Vendor File
Bethesda CC Patients	N/A
Baltimore Patients	N/A
Phoenix Patients	OFM
Non-NIH Affiliated Persons	OFM
Foreign Non-NIH Affiliated Persons	N/A

➤ **Entry Process**

- IC faxes ACH Request form to Government Accounting
- Government Accounting reviews request for completeness
- Government Accounting enters ACH information

## Lesson Summary

---



### Lesson Summary

In this lesson, you learned:

- How the Supplier Table is utilized in the NBS
- What information is held in the Supplier Table
- How individual and organization supplier information is entered into the Supplier Table
- How banking information is entered for individuals who receive ACH payments



# **Review and Process New Traveler Requests**

## **Chapter 5**

## Review and Process New Traveler Requests

---



# Review and Process New Traveler Requests

*Track 2 End User Training*  
*August 21 – 22, 2003*

## Lesson Objectives

---



### Lesson Objectives

After this lesson you should know how to:

- Review and Process New Traveler Requests
- Review Clinical Center Patient Entry
- Update Clinical Center Records

## Reviewing and Processing New Traveler Requests

---



### Reviewing and Processing New Traveler Requests


After this lesson you should know how to:

➔ **Review and Process New Traveler Requests**

- Review Clinical Center Patient Entry
- Update Clinical Center Records

## Roles and Responsibilities

---



### Roles and Responsibilities

#### ICs

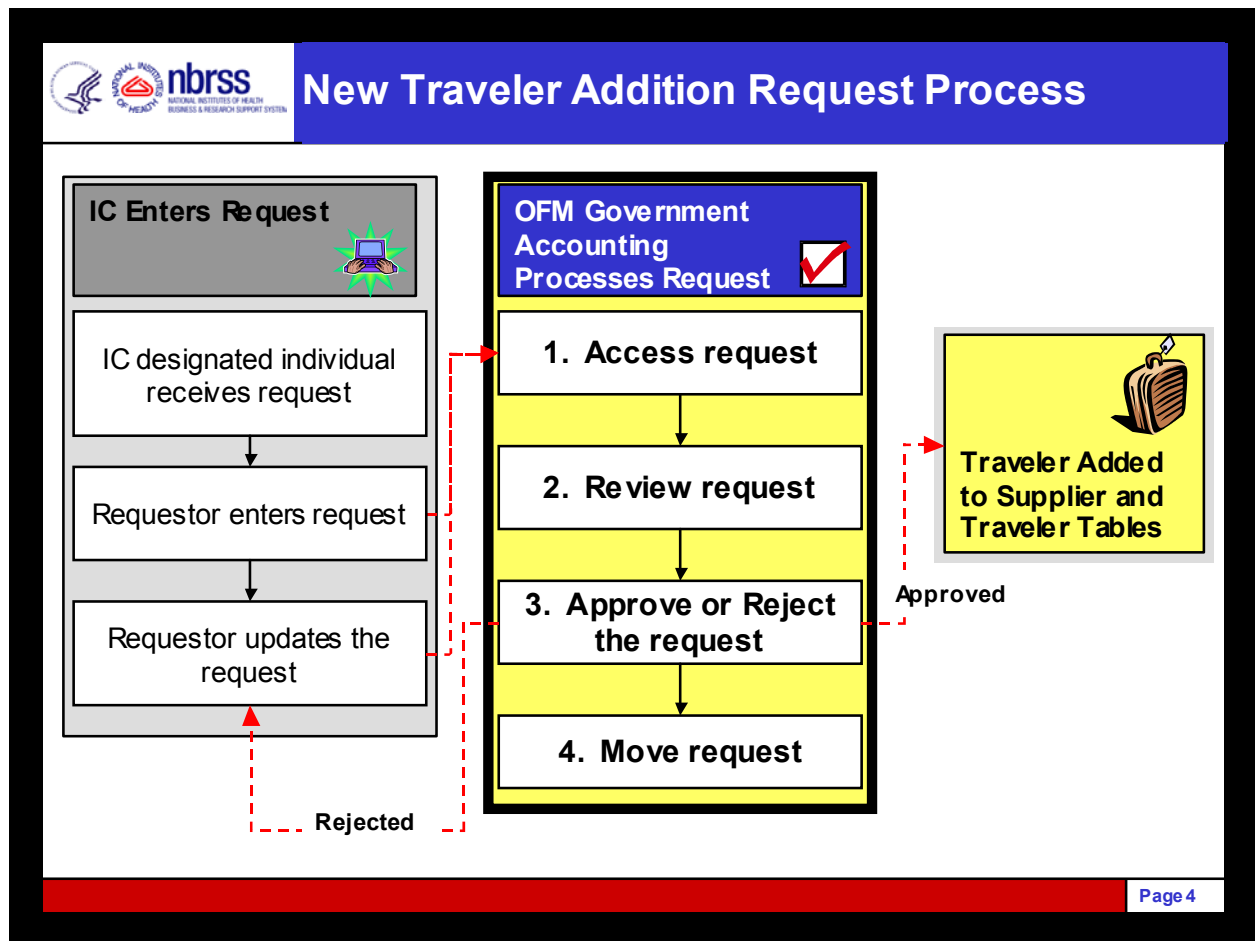
- ✓ Enter traveler addition requests in the NBS
- ✓ Provide OFM additional information, if requested
- ✓ Modify request, if requested

#### OFM Government Accounting

- ✓ Review request for accuracy and completeness
- ✓ Approve or reject the request
- ✓ Inform IC of additional information required

Page 3

## Option 3: Oracle Extension



The Government Accounting Office Staff will receive requests to add/modify three different types of traveler records to the system:


- Baltimore Patients (Employee Number begins with BP)
- Phoenix Patients (Employee Number begins with PP)
- Non-NIH Affiliated Travelers, such as guest speakers, interviewees, etc. (Employee Number begins with NN)

All requests will be made electronically. Requests will be forwarded to a central mailbox, accessed through Microsoft Outlook.

The NBRSS – Govt Acctg mailbox will contain 2 types of requests: New Records and Updated Records

The Government Accounting Office staff that have been role mapped to the NIH Payables Manual Vendor Entry will be responsible for processing the requests.

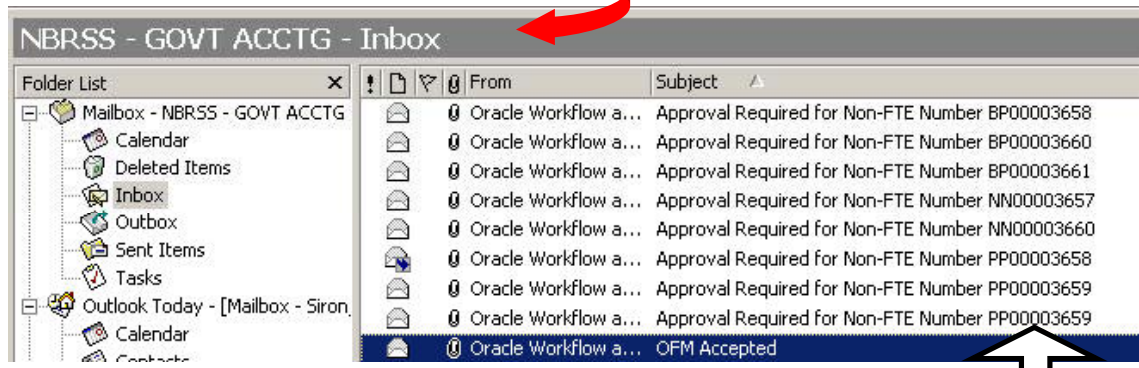
## Accessing the Email Request

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Accessing the Email Request

Requests to add non-NIH affiliated travelers and new patient travelers from Baltimore and Phoenix will be sent to the **NBRSS - Govt Acctg Inbox.**

**1. Access request**



New Traveler Type Indicator

Page 5


Individuals with the NIH Payables Manual Vendor Entry User responsibility will have access to the NBRSS Government Accounting Mailbox to which the requests are sent.

The subject of the email message will indicate the type of traveler. Priority should be given to patients (Patient numbers are prefixed with PP or BP).

To access the email request:

- Open Microsoft Outlook
- Select the **Mailbox – NBRSS – Govt Acctg – Inbox**
- Double click on the message to open

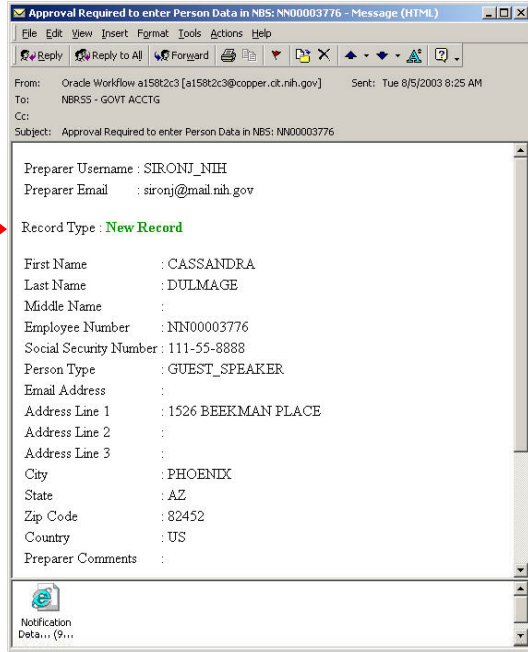
## Sample New Record Request Email

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Sample New Record Request Email

Below is a sample email request for a new record

**1. Access request**



Approval Required to enter Person Data in NBS: NN00003776 - Message (HTML)

From: Orade Workflow a158t2c3 [a158t2c3@copper.ct.nih.gov] Sent: Tue 8/5/2003 8:25 AM  
To: NBRSS - GOVT ACCTG  
Cc:  
Subject: Approval Required to enter Person Data in NBS: NN00003776

Preparer Username : SIRONJ\_NIH  
Preparer Email : sironj@mail.nih.gov

Record Type : **New Record**

First Name : CASSANDRA  
Last Name : DULMAGE  
Middle Name :  
Employee Number : NN00003776  
Social Security Number : 111-55-8888  
Person Type : GUEST\_SPEAKER  
Email Address :  
Address Line 1 : 1526 BEEKMAN PLACE  
Address Line 2 :  
Address Line 3 :  
City : PHOENIX  
State : AZ  
Zip Code : 82452  
Country : US  
Preparer Comments :

Notification Data... (9...)

Page 6


Requests for a new record will be indicated by a record type “New Record”

In the body of the email, the following information is displayed:

- Preparer’s User Name
- Preparer’s Email Address
- Record Type
- First Name
- Last Name
- Middle Name
- Employee Number
- Social Security Number
- Person Type (i.e. Baltimore Patient)
- Email Address
- Mailing Address Information
- Preparer Comments



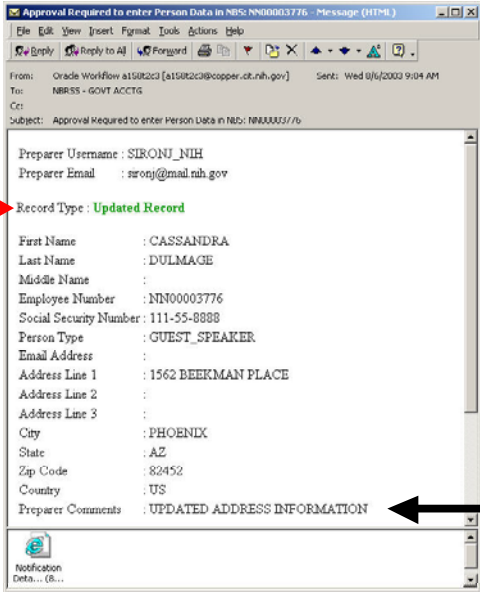
# Sample Modification Request Email

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

## Sample Modification Request Email

Below is a sample email request to update an existing record.

**1. Access request**



Preparer Username : SIRONI\_NIH  
Preparer Email : sironi@mail.nih.gov  
Record Type : **Updated Record**  
First Name : CASSANDRA  
Last Name : DULMAGE  
Middle Name :  
Employee Number : NN00003776  
Social Security Number : 111-55-8888  
Person Type : GUEST\_SPEAKER  
Email Address :  
Address Line 1 : 1562 BEEKMAN PLACE  
Address Line 2 :  
Address Line 3 :  
City : PHOENIX  
State : AZ  
Zip Code : 82452  
Country : US  
Preparer Comments : UPDATED ADDRESS INFORMATION

Notification  
Data... (8...



Page 7

Requests for updated records will be indicated by a record type “Updated Record”

The same data fields are visible in the body of the email.

The requestors have been instructed to include details regarding the changes being requested in the **Preparer Comments** field.

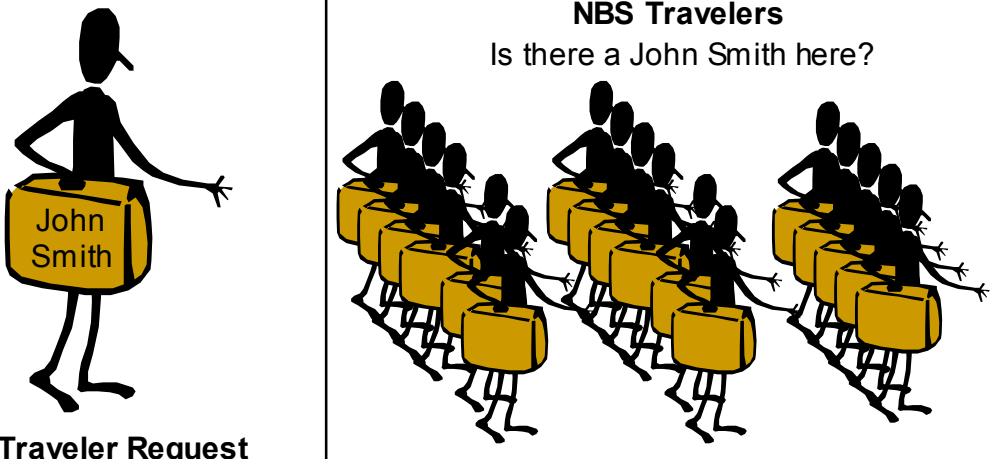
## Search NBS for Existing Records

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Search NBS for Existing Records

**Before approving the request, we recommend checking the database to see if a record already exists.**

**2. Review request**



**New Traveler Request**


**NBS Travelers**  
Is there a John Smith here?

Page 8

The patient's name and social security number listed in the email request can be used to search for existing records.

If a new traveler request is received for an individual who exists in the NBS, contact the requestor and suggest that they use the existing record.

## Searching for Existing Records



### Searching for Existing Records

**2. Review request**

**Enter Person**

**Name**

Last Name

First

Middle

Title

**Identifier**

Employee Number

Social Security

**Gender**

☒ Male ☐ Female ☐ Unknown

Employment Dates

18 JUN 2003

**Personal Information**

Birth Date

Email

Mail

Work Telephone

Record: 1/1

...

<OSC>

**Page 9**

You may search for existing records by using the Query Mode method.

- Press the F11 key
- Enter your search criteria
  - The first and last name (Use the % wildcard for partial values) or
  - The social security number
- Press Ctrl + F11 keys to execute the search

Searching in a few different ways helps ensure that duplicate records do not exist.

The status bar will indicate the query results.

Note: If the status bar indicates that only one record was found, then no duplicates exist. The one record is the actual request that has been submitted.

To exit query mode, select the F4 key.

## Searching for Employees

NIH Payables Manual Vendor Entry User

N > Employees > Enter Employees

Enter Person

NIH Phoenix Patient Entry User

NIH Baltimore Patient Entry User

NIH Clinical Center Patient Entry User

NIH Non Affiliates Entry User

N > Enter Person

Enter Person

Enter Person

**Name**

Last Name

First

Middle

Title

**Identifier**

Employee Number

Social Security

**Gender**

☒ Male ☐ Female ☐ Unknown

Employment Dates  ----

**Personal Information**

Birth Date

Mail

Email

Work Telephone

[ ]

More ...

1. Press the **F11** key to enter query mode.

Result: The fields turn blue.

2. Enter the search criteria.

- Enter the individual's social security number in the **Social Security** field. Be sure to use the correct format (NNN-NN-NNNN)

- Enter the individual's last name, using % wildcard.

Example: Below is a sample screen.

The screenshot shows a software window titled "Enter Person". It contains several input fields organized into sections:

- Name:** Fields for Last Name, First, Middle, and Title.
- Identifier:** Fields for Employee Number and Social Security (with the value "288-84-3555").
- Gender:** Radio buttons for Male, Female, and Unknown.
- Employment Dates:** Two date fields separated by a separator.
- Personal Information:** Fields for Birth Date, Mail, Email, and Work Telephone.

A "More ..." button is located at the bottom right of the form.

3. Press the **Ctrl + F11** keys to execute the query.

Result: The records that match your query criteria will be displayed or the status bar will read "Query caused no records to be retrieved. Re-Query"

**If you would like to re-query the record, goto task #2.**

**If no records were found and you want to stop searching, goto task #4. Otherwise, end of activity.**

4. Press the **F4** key to exit query mode.

**End of activity.**

## Approving or Rejecting the Request




### Approving or Rejecting the Request

- Return to NBRSS - Government Accounting Inbox

#### 3. Approve or Reject the request

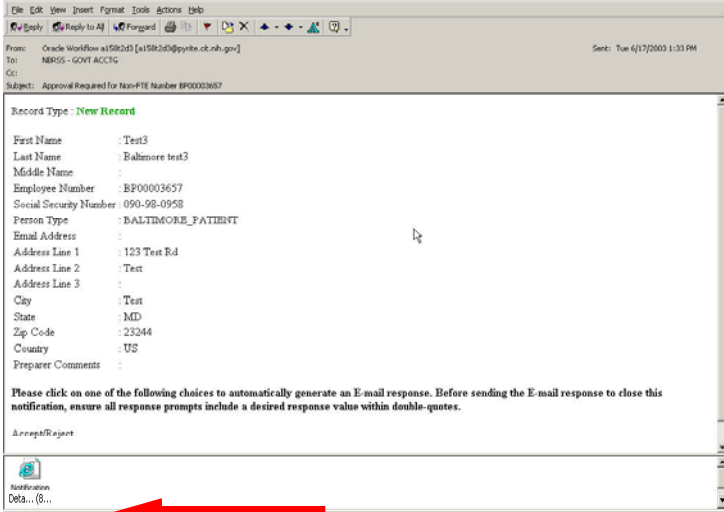
NBRSS - GOVT ACCTG - Inbox		
Folder List	From	Subject
Mailbox - NBRSS - GOVT ACCTG	Oracle Workflow a...	Approval Required for Non-FTE Number BP00003658
Calendar	Oracle Workflow a...	Approval Required for Non-FTE Number BP00003660
Deleted Items	Oracle Workflow a...	Approval Required for Non-FTE Number BP00003661
Inbox	Oracle Workflow a...	Approval Required for Non-FTE Number NN00003657
Outbox	Oracle Workflow a...	Approval Required for Non-FTE Number NN00003660
Sent Items	Oracle Workflow a...	Approval Required for Non-FTE Number PP00003658
Tasks	Oracle Workflow a...	Approval Required for Non-FTE Number PP00003659
Outlook Today - [Mailbox - Siron...	Oracle Workflow a...	Approval Required for Non-FTE Number PP00003659
Calendar	Oracle Workflow a...	OFM Accepted

## Approving or Rejecting the Request



### Approving or Rejecting the Request

➤ Open the email message




➤ Double click on the Internet Explorer icon

➤ Select Open and **OK**

**3. Approve or Reject the request**

Page 11

## Approving or Rejecting the Request



### Approving or Rejecting the Request

➤ Enter your comments

**3. Approve or Reject the request**



➤ Select the Approve or Reject Button

Page 12

In the **Approval/Rejections Comments** field, you should at a minimum enter your initials and the date you processed the request.

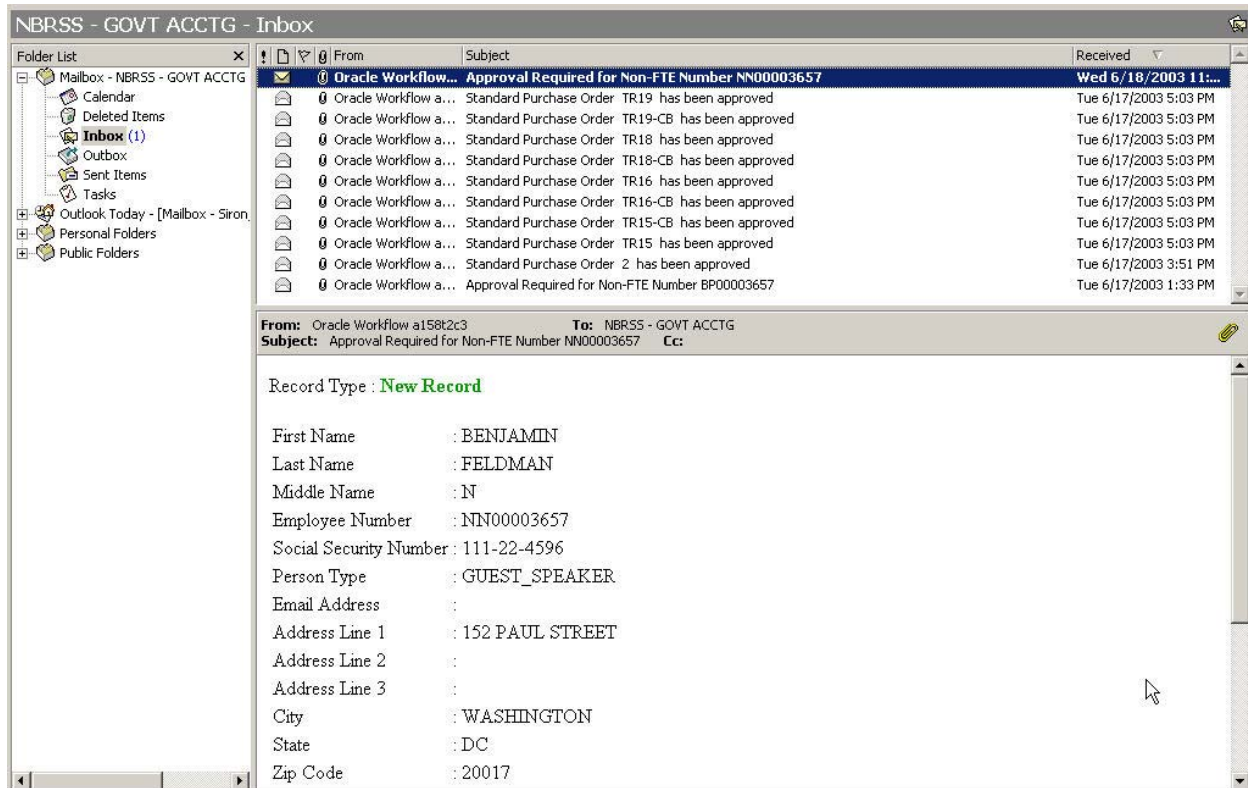


## Approving and Rejecting Traveler Addition/Modification Requests

MS Outlook

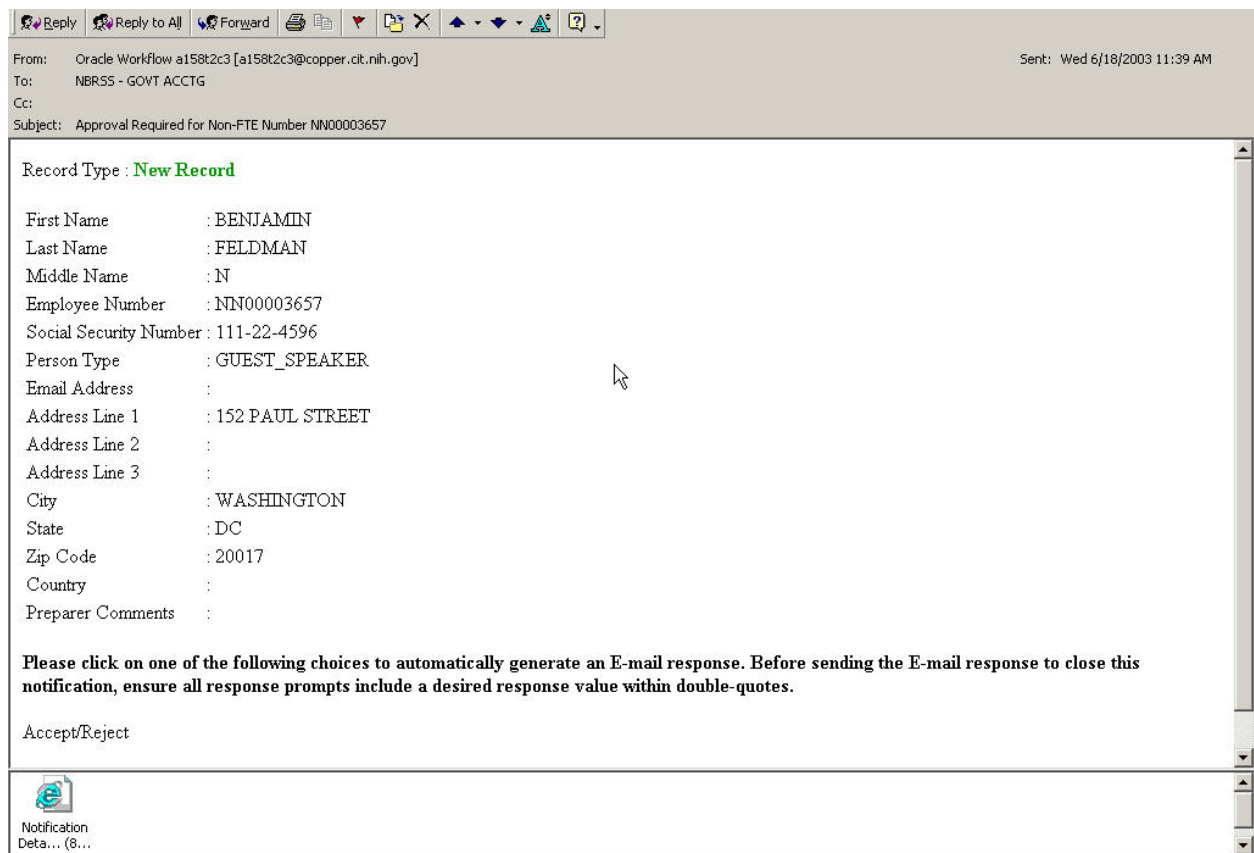
Mailbox - NBRSS - GOVT ACCTG

Inbox



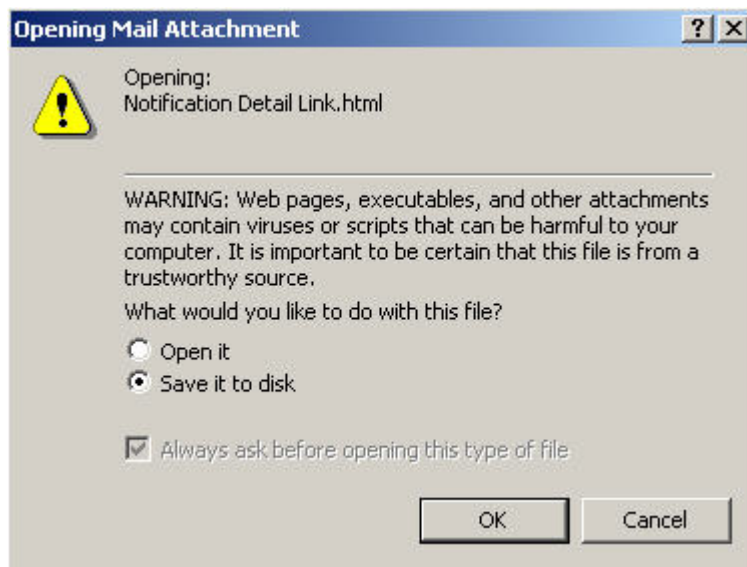
1. Double click on the new message to open.

Result: The mail message will be displayed.



2. Double click on the **Notification Data** attachment.

Result: The **Open Mail Attachment** window is displayed.



3. Select **Open It** and select **OK**.

Result: The Oracle **Notification Details** window is displayed.

**Notification Details** ORACLE

To: GELCO, Sent: 18-JUN-2003 11:38:49

Subject: **Approval Required for Non-FTE Number NN00003657**

---

Record Type : **New Record**

First Name : BENJAMIN  
 Last Name : FELDMAN  
 Middle Name : N  
 Employee Number : NN00003657  
 Social Security Number : 111-22-4596  
 Person Type : GUEST\_SPEAKER  
 Email Address :  
 Address Line 1 : 152 PAUL STREET  
 Address Line 2 :  
 Address Line 3 :  
 City : WASHINGTON  
 State : DC  
 Zip Code : 20017  
 Country :  
 Phone :

---

[Approval / Rejection Comments](#)

[Response from OFM](#)

4. Review the request by using the scroll bar on the right side of the window.
5. Enter comments in the **Approval/Rejection Comments** field.

Note:

- Enter your initials and the date in the comments box
- If you are rejecting the request, indicate what action the requestor should take to correct the request

**If the request is approved, goto task #6. Otherwise, goto task #7.**

6. Select the **Accept** button.

Result: The notification is complete and the response from OFM reads “Accept.”

**Notification Details** ORACLE

To: GELCO, Sent: 18-JUN-2003 11:38:49

Subject: Approval Required for Non-FTE Number NN00003657

---

Record Type : **New Record**

First Name : BENJAMIN  
 Last Name : FELDMAN  
 Middle Name : N  
 Employee Number : NN00003657  
 Social Security Number : 111-22-4596  
 Person Type : GUEST\_SPEAKER  
 Email Address :  
 Address Line 1 : 152 PAUL STREET  
 Address Line 2 :  
 Address Line 3 :  
 City : WASHINGTON  
 State : DC  
 Zip Code : 20017  
 Country :

---

Notification Response is Complete

[Approval / Rejection Comments](#) Approved  
[Response from OFM](#) Accept

## Goto task #8.

7. Select the **Reject** button.

Result: The notification is completed and the response from OFM reads “reject.”

**Notification Details** ORACLE

To: GELCO, Sent: 18-JUN-2003 11:58:47 Closed: 18-JUN-2003 12:14:51

Subject: Approval Required for Non-FTE Number PP00003659

---

Record Type : **New Record**

First Name : JENNIFER  
 Last Name : JONES  
 Middle Name : A  
 Employee Number : PP00003659  
 Social Security Number : 111-88-7777  
 Person Type : PHOENIX\_PATIENT  
 Email Address :  
 Address Line 1 : 1777 S STREET  
 Address Line 2 : APT 34  
 Address Line 3 :  
 City : WASHINGTON  
 State : DC  
 Zip Code : 20016  
 Country : US

---

Notification Response is Complete

[Approval / Rejection Comments](#)   
[Response from OFM](#) reject


8. Close the **Notification Details** window.

9. Close the Outlook Message.

**End of activity.**



## Notification Status After Approval/Rejection



### Notification Status After Approval/Rejection

Once an email notification has been answered, it cannot be accepted/rejected again.

**3. Approve or Reject the request**

**Notification Details**

To: GELCO, Sent: 18-JUN-2003 11:38:49  
Subject: Approval Required for Non-FTE Number NN00003657

Record Type: **New Record**



First Name : BENJAMIN  
Last Name : FELDMAN  
Middle Name : N  
Employee Number : NN00003657  
Social Security Number : 111-22-4596  
Person Type : GUEST\_SPEAKER  
Email Address :  
Address Line 1 : 152 PAUL STREET  
Address Line 2 :  
Address Line 3 :  
City : WASHINGTON  
State : DC  
Zip Code : 20017  
Country :

**Notification Response is Complete**

[Approval / Rejection Comments](#) Approved.  
[Response from OFM](#) Accept

Page 13

## Transfer to the Supplier Table

**nhrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Transfer to the Supplier Table

Once the scheduled program has run, a supplier record will also be created for the individual.

**3. Approve or Reject the request**

Suppliers (NIH-OU)

Supplier Name: BENJAMIN N FELDMAN:NN00003657

Supplier Number: 10040488

Alternate Name:

Taxpayer ID: 111224596

Tax Registration Number:

Inactive On: 31-DEC-4712

[ ]

General

Classification

Accounting

Control

Payment

Bank Accounts

EDI

Invoice Tax

Withholding Tax

>

Parent Supplier Name:

Number:

Customer Number:

Sites

Page 14

**Supplier Name** field is equal to the Employee Name:Employee Number.

**Taxpayer ID** field is populated with the Social Security Number.

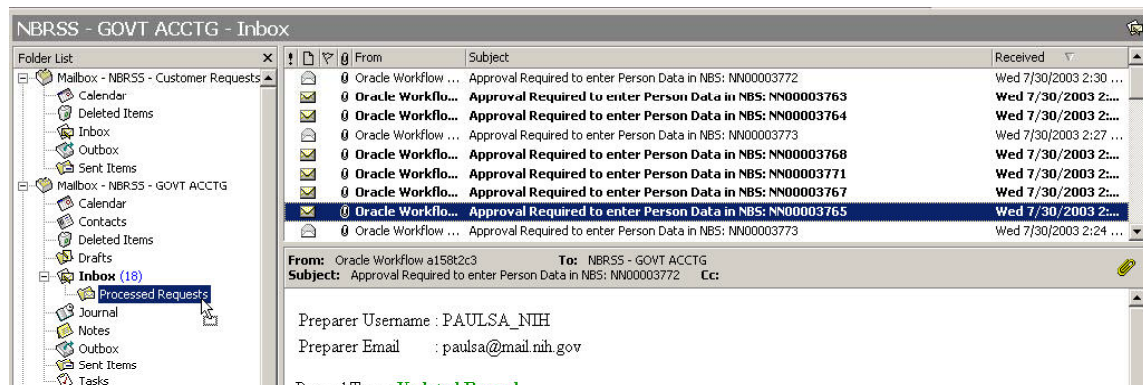
The NIH Bank Setup User may now enter ACH information for this traveler.



## Moving Message to Processed Requests Folder

- Move completed requests to the **Processed Requests** folder
- Simply “Drag and Drop” the message


### 4. Move request



To move the message to the Processed Requests folder, select the message in the upper-right hand frame and drag your cursor to the Processed Requests folder.


## Practice Lab

---

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

# Practice Lab

# Lab Time



Page 16

Complete Lab 1: Approving/Rejecting New Traveler Requests

## Reviewing Clinical Center Patient Entry

---

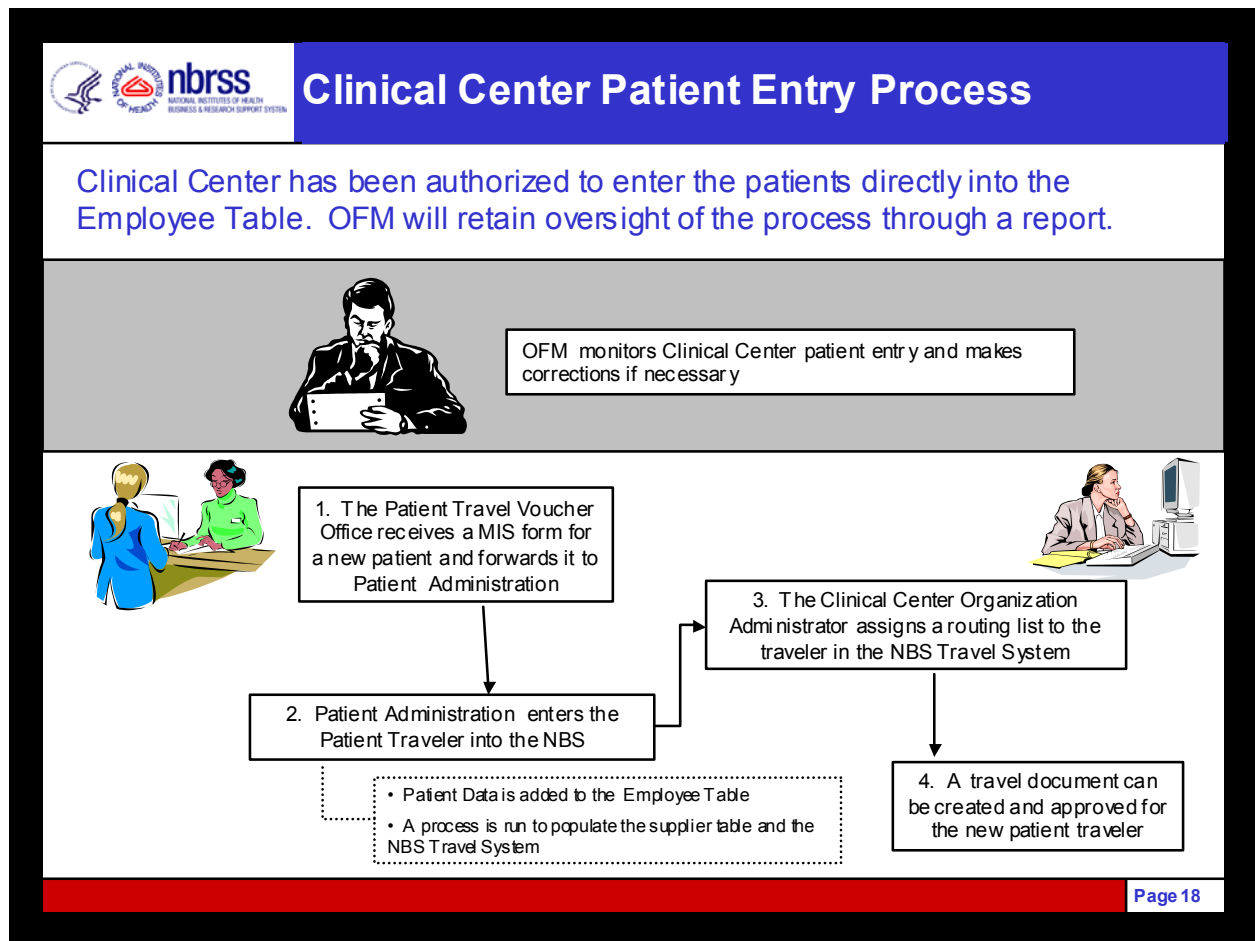


### Reviewing Clinical Center Patient Entry

After this lesson you should know how to:

- Review and Process New Traveler Requests
- ➔ **Review Clinical Center Patient Entry**
- Update Clinical Center Records

## Clinical Center Patient Entry Process





The Clinical Center in Bethesda is responsible for entering new patients that travel to the Clinical Center into the Employee Table.

A process will run every hour to send new traveler information to the NBS Travel System and the Supplier Table.

The Clinical Center Organization Administrator is responsible for setting up the traveler profiles for the newly added patient travelers.

OFM is responsible for general oversight of the Clinical Center's record entry to ensure that they are following entry guidelines.

# Patient Audit Report



## Patient Audit Report

➤ The Patient Audit Report has been developed to facilitate OFM's review of Clinical Center entry

National Institutes of Health (NIH) \_\_\_\_\_ Start Date: 01 JUN 2003  
NIH Patient Audit Report \_\_\_\_\_ End Date: 30 JUN 2003

Full Name	Employee #	SSN	Person Type	Address	Creation/Update Date
Zumbrun, Allen	CP00003654	111-22-2333	CLINICAL_CENTER_PATIENT	321 TAYLOR AVE   ROCKVILLE MD 20850 US	13-JUN-03 / 13-JUN-03
WAYNE, JOHN	CP00003655	789-12-4567	CLINICAL_CENTER_PATIENT	10230 DUE RANCH   HUSTON TX US	13-JUN-03 / 13-JUN-03
HARMAN, RACHEL	CP00003664	859-25-4658	CLINICAL_CENTER_PATIENT	998 GREEN ROAD   SALT LAKE CITY UT 859632 US	27-JUN-03 / 27-JUN-03
MAXINE, DUROIN	CP00003672		CLINICAL_CENTER_PATIENT	85 SUX   IAK US	27-JUN-03 / 27-JUN-03
JONES, JULIE A	CP00003656	152-85-7896	CLINICAL_CENTER_PATIENT	1777 S Street, NW Apt. 34   Washington DC 20016 US	18-JUN-03 / 18-JUN-03

➤ The Patient Audit Report displays Clinical Center patient records that have been entered or updated within the date range specified in the report parameters.

Page 19

The following information is displayed on the report:

- Patient's Full Name
- Employee Number
- Social Security Number
- Person Type (Always Clinical Center Patient)
- Address
- Creation/Update Date

Items for review include:

- Completeness of information
- Duplicative records
- Accuracy of information

## Submitting the Patient Audit Report

---

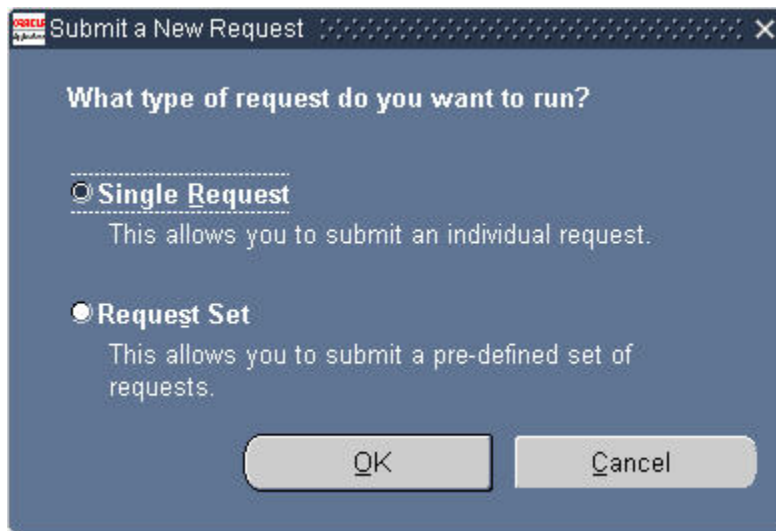
### Purpose

The purpose of this document is to describe how to generate the Patient Audit Report. The Patient Audit Report is used to review the patient traveler records entered into the NBS by the Clinical Center

NIH Payables Manual Vendor Entry User/ NIH Clinical Center Patient Entry

N > Other > Requests > Run

Submit a New Request



1. Select the **OK** button.

Result: The **Submit Requests** window is displayed.

**Submit Request**

**Run this Request...**

Name

Parameters

Language  **Languages...**

**At these Times...**

Run the Job **As Soon as Possible** **Schedule...**

**Upon Completion...**

☒ Save all Output Files

Notify  **Options...**

Print to

**Help (E)** **Submit** **Cancel**

- Click on the **LOV** in the **Name** field and select **NIHTM Patient Audit Report**

Result: The **Parameters** window is displayed.

**Submit Request**

**Run this Request...**

Name **NIHTM Patient Audit Report** **Copy...**

Parameters

Language **American English** **Languages...**

**At these Times...**

Run the Job **As Soon as Possible** **Schedule...**

**Upon Completion...**

☒ Save all Output Files

Notify  **Options...**

Print to

**Help (E)** **Submit** **Cancel**

**Parameters**

Person Type **CLINICAL\_CENTER\_PATIENT** Clinical Center Pa

Start Date

End Date

**OK** **Cancel** **Clear** **Help**

- In the **Start Date** field, enter the date from which you want to review the records.
- In the **End Date** field, enter the date to which you want to review the records.
- Select the **OK** button.

Result: The **Parameters** window closes.

6. Select the **Submit** button.

Result: The **Requests** window is displayed.



The screenshot shows a software window titled "Requests". At the top, there are three buttons: "Refresh Data", "Find Requests", and "Submit a New Request...". Below these buttons is a table with the following columns: "Request ID", "Name", "Parent", "Phase", "Status", and "Parameters". The first row of the table is highlighted in blue and contains the following data: "116565", "NIHTM Patient Audit Rep", an empty cell, "Pending", "Normal", and "CLINICAL\_CENTER\_PATIENT, 01-J". Below the table, there are six buttons arranged in two rows: "Hold Request", "View Details...", "View Output" in the first row, and "Cancel Request", "Diagnostics", "View Log..." in the second row.

Request ID	Name	Parent	Phase	Status	Parameters
116565	NIHTM Patient Audit Rep		Pending	Normal	CLINICAL_CENTER_PATIENT, 01-J

7. Select the **Refresh Data** button until the **Phase** field displays "Completed"

Note: If the **Status** field displays anything other than "Normal", contact the NIH Help Desk.


8. Select the **View Output** button to view the report.

**End of activity.**




## Practice Lab

---

**Practice Lab**

# Lab Time



Page 20

Complete Lab 2: Submitting the Patient Audit Report

## Updating Clinical Center Records

---



### Updating Clinical Center Records

After this lesson you should know how to:

- Review and Process New Traveler Requests
- Review Clinical Center Patient Entry

**→ Update Clinical Center Records**

## OFM Identifies Error on the Patient Audit Report



### OFM Identifies Error on the Patient Audit Report

#### Scenario:

OFM identifies an error on the Patient Audit Report



#### Course of Action:

##### Error in Address:

- OFM contacts Clinical Center staff who entered the record and request that they update the record as required
- Clinical Center makes the changes to the address

##### Error in Patient's Name or SSN:

- OFM contacts the Clinical Center for support documentation
- OFM corrects the error in the Employee table

## Clinical Center Identifies Need for Update

---



### Clinical Center Identifies Need for Update

#### **Scenario:**

The Clinical Center determines that a change to the patient's record is required

#### **Course of Action:**

##### Change to Address Information

Clinical Center staff make the correction to the address information

##### Change to Patient's Name or Social Security Number

- Clinical center staff submits a request via email to the NBRSS – Govt Acctg mailbox
- OFM will ensure proper support for the change
- OFM makes the update to the record

## Modifying Clinical Center Patient Name or SSN

---

### Purpose

The purpose of this document is to describe how to modify the name and social security number information for Bethesda Clinical Center patients in the NBS.

NIH Payables Manual Vendor Entry User

N > Employees > Enter Employees

Enter Person

Enter Person

**Name**

Last Name

First

Middle

Title

**Identifier**

Employee Number

Social Security

**Gender**

☒ Male ☐ Female ☐ Unknown

Employment Dates  ----

**Personal Information**

Birth Date


Mail

Email

Work Telephone

[ ☐ ]

More ...

1. Select the **Find**  button from the applications toolbar.

Result: The **Find Employees** window is displayed.

Find Employees

Full Name

Number

Social Security

Location

Supervisor

Clear New Find

- Enter the search criteria as described below:

Field	Description
<b>Full Name</b>	Select the person's full name from the <b>LOV</b>
<b>Number</b>	Enter the employee number or select it from the <b>LOV</b>
<b>Social Security</b>	Enter the person's social security number or select it from the <b>LOV</b>
<b>Location</b>	Enter the person's location or select it from the <b>LOV</b>
<b>Supervisor</b>	The NIH currently does not use this field

- Select the **Find** button.

Result: The patient record is displayed on the **Enter Person** screen.

Enter Person

**Name**

Last Name

First

Middle

Title

**Identifier**

Employee Number

Social Security

**Gender**

☒ Male ☐ Female ☐ Unknown

Employment Dates  ---

**Personal Information**

Birth Date

Mail

Email

Work Telephone

[ .C ]

More ...


- Modify the **Last Name**, **First**, **Middle**, and **Social Security** fields as required.

5. Save your work.

**End of activity.**


## Practice Lab

---

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

# Practice Lab

# Lab Time



Page 24

Complete Lab 3: Modify Clinical Center Records



## Lesson Summary

---



### Lesson Summary

In this lesson you learned how to:

- Review and Process New Traveler Requests
- Review Clinical Center Patient Entry
- Update Clinical Center Records



# **Supplier Table Management**

## **Chapter 6**

## Supplier Table Management

---

The slide features a header with the Nabrss logo (National Institutes of Health Business & Research Support System) and the title 'Supplier Table Management' in a large blue box. Below the title, a red box contains the text 'Track 2 End User Training' and 'August 20 - 21, 2003'.

**Supplier Table Management**

*Track 2 End User Training*  
*August 20 - 21, 2003*

## Lesson Objectives

---




### Lesson Objectives

After this lesson you should know how to:

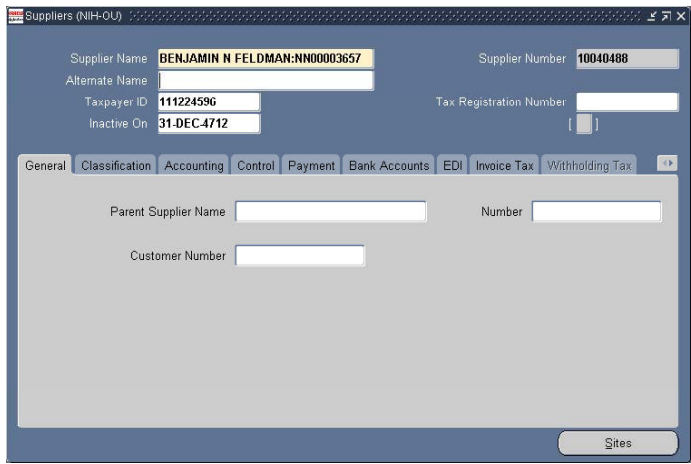
- Enter a new supplier
- Update an existing supplier
- Search for duplicate supplier records
- Remove duplicate supplier records

## Records for Individuals in the Supplier Table



### Records for Individuals in the Supplier Table

- In order to pay an individual through Accounts Payable, the individual must be set up as a supplier
- Supplier records for travelers are generated from the Employee Table
- A scheduled process converts employee records into supplier records



Page 2

**Supplier Name** is equal to the Employee Name:Employee Number for individuals.

**Taxpayer ID** field is populated with the Social Security Number for individuals.

Maintenance of the person data for these records should be done in the Employee table which will then update the Supplier table.

## Other Suppliers



### Other Suppliers

- OFM must maintain other supplier records such as:
  - Impac Government Services
  - Sponsor organizations that have overpaid for travel
  - Other vendors
- These records are updated and maintained directly in the Supplier Table.

A screenshot of a web application window titled 'Suppliers (NIH-OU)'. The form contains several input fields: 'Supplier Name' with the value 'IMPAC GOVERNMENT SERVICES', 'Supplier Number' with the value '10000000', 'Alternate Name' with the value 'U.S. BANK', 'Taxpayer ID' with the value '410417860', 'Tax Registration Number' (empty), 'Inactive On' (empty), 'Parent Supplier Name' (empty), 'Number' (empty), and 'Customer Number' (empty). Below the input fields are several tabs: 'General', 'Classification', 'Accounting', 'Control', 'Payment', 'Bank Accounts', 'EDI', 'Invoice Tax', and 'Withholding Tax'. The 'General' tab is currently selected.

## Entering a New Supplier

---



### Entering a New Supplier


After this lesson you should know how to:

**→ Enter a new supplier**

- Update an existing supplier
- Search for duplicate supplier records
- Remove duplicate supplier records



## Entering New Suppliers

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Entering New Suppliers

- New suppliers will be created upon request from the payment processing office
- Government Accounting must receive the following information:
  - Name of the Supplier
  - Supplier Address
  - Supplier Taxpayer ID
  - ACH Information
  - Supplier Contacts (optional)

#### Supplier Setup Request

Please set up the following **sponsor** as a supplier.

The NIH will refund money to this organization due to overpayment.

**Name: Pew Charitable Trusts**  
**Tax ID: 253652363**  
**Address: 1254 Lincoln Ave**  
**Chicago, IL 45256**


**ACH submitted**

Page 5


The request to add a new supplier should be sent to the NBRSS – Govt Acctg mailbox.

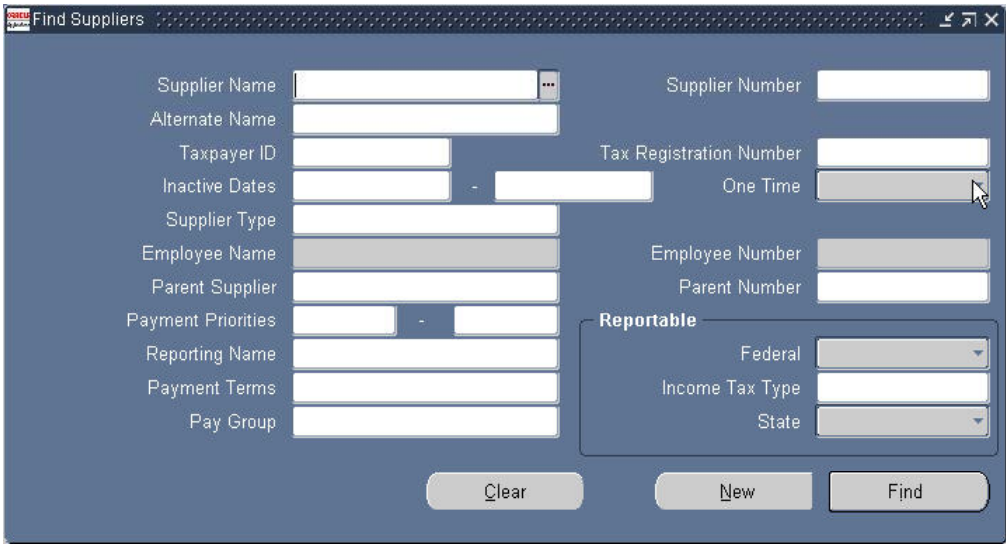
The process to submit a request to the Central Registry remains unchanged.

## Searching for Existing Suppliers

**Searching for Existing Suppliers**

**Search for an Existing Supplier record prior to entering a new one.**

Use the  find icon on the toolbar to access the **Find Suppliers** window



Page 6



The **Find Suppliers** window can be used to search for existing suppliers.

Enter appropriate search criteria and select the **Find** button.

Suggested search criteria are:

- Supplier Name (Individual name plus EIN number)
- Taxpayer ID (SSN for individuals and Taxpayer ID for companies)

## Entering A New Supplier

**Entering A New Supplier**

To enter a new supplier, you must:

1. Create the header information
2. Create at least one site

**1**

**Suppliers (NIH-OU)**  
Supplier Name **IMPAC GOVERNMENT SERVICES** Supplier Number **10000000**  
Alternate Name **U.S. BANK**  
Taxpayer ID **410417860** Tax Registration Number  
Inactive On

**2**

**Supplier Sites (NIH-OU) - IMPAC GOVERNMENT SERVICES, 10000000**  
Site Name **FARGO** Alternate Name ☒  
Country Address **PO BOX 6348** Alternate Address  
City **FARGO** State **ND** Postal Code **58125-6348**  
Province County  
Language Inactive On  
General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax  
Site Uses Customer Number

# Entering a New Supplier

---

## Purpose

The purpose of this document is to describe how to enter a new supplier into the supplier table. This document does not cover entering banking information for a supplier.

NIH Payables Manual Vendor Entry User

N > Suppliers > Entry

Suppliers

The screenshot shows a software window titled "Suppliers (NIH-OU)". It contains a form with several input fields and a set of tabs. The "General" tab is selected. The fields are arranged in two columns. The left column includes "Supplier Name", "Alternate Name", "Taxpayer ID", and "Inactive On". The right column includes "Supplier Number" and "Tax Registration Number". Below these, there are three tabs: "General", "Classification", and "Accounting". The "General" tab is active, showing fields for "Parent Supplier Name", "Number", and "Customer Number". A "Sites" button is located at the bottom right of the form.

1. Enter a unique organization or person name in the **Supplier Name** field.
2. Enter a tax identification number or social security number in the **Taxpayer ID** field.

**If the organization has a VAT registration number, goto task #3. Otherwise, goto task #4.**

3. Enter the VAT registration number in the **Tax Registration Number** field.
4. Select the **Classification** Tab.

Result: The **Classification** region is displayed.

Suppliers (NIH-OU)

Supplier Name: **MOTT FOUNDATION**

Supplier Number: [Empty]

Alternate Name: [Empty]

Taxpayer ID: **234-33-4444**

Tax Registration Number: [Empty]

Inactive On: [Empty]

General | Classification | Accounting | Control | Payment | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Type: [Empty] ...

Employee Name: [Empty] Number: [Empty]

☐ One Time

SIC: [Empty]

Minority Owned: [Empty]

☐ Small Business

☐ Woman Owned

Sites

- In the **Type** field, use the **LOV** to select the appropriate supplier type.

Note: If the supplier does not fit into a type available in the **LOV**, contact the NIH Help Desk to have a new Supplier Type added.

- Complete the following optional fields:

Field	Description
<b>SIC</b>	Enter the Standard Industry Code
<b>Minority Owned</b>	Select a value from the <b>LOV</b> .
<b>Small Business</b>	Enable the checkbox if the supplier is a small business
<b>Woman Owned</b>	Enable the checkbox if the supplier is a woman-owned business

- Select the **Sites** button.

Result: The **Supplier Sites** window is displayed.

Supplier Sites (NIH-OU) - EURASIA FOUNDATION, [New]

Site Name  Alternate Name  ☒

Country

Address

Alternate Address

City  State  Postal Code

Province  County

Language  Inactive On  [ 

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

**Site Uses**

☒ Pay ☒ Purchasing  
☐ Primary Pay ☐ RFQ Only  
☐ Procurement Card

Customer Number

Shipping Network Location

Supplier Notification Method **E-mail** ▼

**Communication**

Voice  Area Code  Number  Telex   
Fax    E-mail

8. Enter a unique name in the **Site Name** field.

Note: We recommend using the city name for the site name. For example, **CHICAGO**, or **CHICAGO 1** if a site already exists with the city name.

9. Enter the following address information.

Field	Description
<b>Alternate Name</b>	Enter an alternate name for the site
<b>Alternate Address</b>	Enter an alternate address for the site
<b>Country</b>	Select the appropriate country from the <b>LOV</b> .
<b>Address</b>	Enter the address line information
<b>City</b>	Enter the city name
<b>State</b>	Enter the state
<b>Postal Code</b>	Enter the postal code
<b>Province</b>	Enter the province abbreviation
<b>County</b>	Enter the county name
<b>Language</b>	Enter the language used at that site
<b>Inactive On</b>	Enter the date the site will no longer be active

Example: The following is a sample completed **Supplier Sites** window.

Supplier Sites (NIH-OU) - MOTT FOUNDATION, [New]

Site Name **CHICAGO** Alternate Name  ☒

Country

Address **1234 DRAKE AVENUE** Alternate Address

City **CHICAGO** State **IL** Postal Code **23456**

Province  County

Language  Inactive On  [ ☐ ]

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

**Site Uses**

☒ Pay ☒ Purchasing

☐ Primary Pay ☐ RFQ Only

☐ Procurement Card

Customer Number

Shipping Network Location

Supplier Notification Method **E-mail**

**Communication**

Voice Area Code  Number  Telex

Fax Area Code  Number  E-mail

10. Review the information on the **General** region tab and update as necessary.

Field	Description
<b>Site Uses</b>	<b>Pay</b> - Enable if this site can be used for payments <b>Primary Pay</b> - Enable if this is the primary payment site <b>Purchasing</b> - Enable if site can be used for purchase orders <b>RFQ Only</b> - Enable if you do not allow entering purchase orders for a supplier site <b>Procurement Card</b> - Accepts the credit card brands of your procurement cards
<b>Communication</b>	Enter contact information for this supplier site.

**If you want to enter supplier contacts, goto task #11. Otherwise, goto task #13.**

11. Select the **Contacts** tab.

Result: The fields related to supplier contacts are displayed.

The screenshot shows the 'Supplier Contacts' window with the 'Contacts' tab selected. The window contains a table for contact information with columns: Last, First, M, Prefix, Title, Telephone, Mail Stop, and Inactive On. Below the table are fields for Department and Alternate Contact Name. All fields are currently empty.

Name		Prefix				Mail Stop	Inactive On
Last	First	M		Title	Telephone		

Department:

Alternate Contact Name:

12. Enter information on the supplier contact as described below:

Field	Description
<b>Name: Last</b>	Enter the contact's last name
<b>Name: First</b>	Enter the contact's first name
<b>Name: M</b>	Enter the contact's middle initial
<b>Prefix</b>	Enter the appropriate prefix for the contact
<b>Title</b>	Enter the contact's title
<b>Telephone</b>	Enter the contact's telephone number
<b>Inactive On</b>	Enter a date on which the contact will no longer be active
<b>Department</b>	Enter the department name
<b>Alternate Contact Name</b>	Enter the name of an alternate contact

Example: The following is a sample completed **Supplier Contacts** window.

The screenshot shows the 'Supplier Contacts' window with the 'Contacts' tab selected. The window contains a table for contact information with columns: Last, First, M, Prefix, Title, Telephone, Mail Stop, and Inactive On. Below the table are fields for Department and Alternate Contact Name. Sample data has been entered into the first row of the table and the Department field.

Name		Prefix				Mail Stop	Inactive On
Last	First	M		Title	Telephone		
CORNELL	KRISTANNE	MS		CFO	202 222-2222		

Department: FINANCE

Alternate Contact Name:

13. Select the **Control** tab.

Results: The control-related fields are displayed.



14. Enter any applicable information on the **Control** tab.

Field	Description
<b>Invoice Amount Limit</b>	Enter an invoice amount limit
<b>Invoice Match Option</b>	Use the drop down list to select the match option
<b>Hold All Payments</b>	Enable if you want to hold all payments to the supplier
<b>Hold Unmatched Invoices</b>	Enable if you want to hold all unmatched invoices to the supplier
<b>Hold Unvalidated Invoices</b>	Enable if you want to hold all unvalidated invoices to the supplier
<b>Payment Hold Reason</b>	Select a reason from the <b>LOV</b> .

15. Select the **Payment** tab.

Result: The payment-related fields are displayed.

16. Enter any applicable information on the **Payment** tab.

Field	Description
<b>Terms</b>	Select the appropriate payment terms from the <b>LOV</b>

	<u>Note:</u> Defaults from <b>Supplier Type</b> chosen at the header level
<b>Pay Group</b>	Select a value from the <b>LOV</b> . The pay group can be used to segregate invoices in payment batches
<b>Payment Priority</b>	Value defaults. Change if required
<b>Terms Date Basis</b>	Select value from drop down menu
<b>Pay Date Basis</b>	Select value from drop down menu
<b>Payment Method</b>	Select value from drop down menu <u>Note:</u> Once bank information is associated with a supplier, the <b>Payment Method</b> field is automatically updated to <b>Electronic</b> but can be changed during invoice creation.

17. Save the record.

18. Close the **Supplier Sites** window.

Result: You are returned to the **Supplier** window.

Suppliers (NIH-OU)

Supplier Name: **MOTT FOUNDATION** Supplier Number: **10044262**

Alternate Name:

Taxpayer ID: **234-33-4444** Tax Registration Number:

Inactive On:

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Type: **SPONSOR**

Employee Name:  Number:

☐ One Time

SIC:

Minority Owned:

☐ Small Business

☐ Woman Owned


Sites

Note: A unique system-generated ID number is displayed in the **Supplier Number** field.

**End of activity.**


## Practice Lab

---

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

# Practice Lab

# Lab Time



Page 8

Complete Lab 4: Entering New Suppliers

## Updating an Existing Supplier

---



### Updating an Existing Supplier

After this lesson you should know how to:

- Enter a new supplier
- ➔ **Update an existing supplier**
- Search for duplicate supplier records
- Remove duplicate supplier records

## Updating an Existing Supplier - Individual

---



### Updating an Existing Supplier - Individual

This section covers the maintenance of supplier records.

➤ **Traveler records from HRDB and NED**

- All changes to the individual's records that were transferred to the NBS from HRDB or NED should be done in the system of record.
- Updates will be transferred into the NBS during the nightly process.

➤ **Non-NIH Affiliated and Patient Records**

- Updates to the Non-NIH Affiliated and Patient traveler records should be made in the Employee Table.
- These updates will be transferred to the Supplier Table through the scheduled process.

## Updating an Existing Supplier - Company

---



### Updating an Existing Supplier - Company

Updates to supplier organizations may include:

- Changing address information
- Adding a new site (address)
- Adding new contacts
- Placing a supplier on hold
- Inactivating addresses and contacts

## Updating the Supplier Address Information

---



### Updating the Supplier Address Information

- The supplier address information is entered at the Site Level.
- If a supplier changes its address:
  - Inactivate the old address
  - Create a new supplier site for the new addresses
- If information, such as customer contacts or bank information, is connected to the site being deactivated, they must be re-entered or linked to the new supplier site.

## Updating a Supplier Address

---

### Purpose


The purpose of this document is to describe how to update a supplier's address.

NIH Payables Manual Vendor Entry User

N > Suppliers > Enter

Suppliers

The screenshot shows the 'Suppliers (NIH-OU)' application window. The 'General' tab is selected, displaying fields for 'Supplier Name', 'Alternate Name', 'Taxpayer ID', 'Inactive On', 'Supplier Number', 'Tax Registration Number', 'Parent Supplier Name', 'Number', and 'Customer Number'. A 'Sites' button is located at the bottom right.

1. Select the  **Find** button on the applications toolbar.

**Result:** The **Find Suppliers** window is displayed.



2. Enter your search criteria.

Note: Below is a sample of fields to use to search.

Field	Description
<b>Supplier Name</b>	Select the supplier's name from the <b>LOV</b> .
<b>Supplier Number</b>	Enter the supplier number.
<b>Taxpayer ID</b>	Enter the taxpayer ID
<b>Supplier Type</b>	Select the supplier type from the <b>LOV</b> .
<b>Employee Name</b>	Select the employee's name from the <b>LOV</b> .
<b>Employee Number</b>	Enter the employee number.

3. Select the **Find** button.

Result: The results of your query are displayed in the **Suppliers** window.

Suppliers (NIH-OU)

Supplier Name **MOTT FOUNDATION** Supplier Number **10044262**

Alternate Name

Taxpayer ID **234-33-4444** Tax Registration Number

Inactive On

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Type **SPONSOR** Number

Employee Name

☐ One Time

SIC

Minority Owned

☐ Small Business

☐ Woman Owned

Sites

Note: Use the up and down arrows on the keyboard to locate the Supplier you want to update.

4. Select the **Sites** button.

Result: The **Supplier Sites** window is displayed.

Supplier Sites (NIH-OU) - MOTT FOUNDATION, [New]

Site Name **CHICAGO** Alternate Name  ☒

Country

Address **1234 DRAKE AVENUE** Alternate Address

City **CHICAGO** State **IL** Postal Code **23456**

Province  County

Language  Inactive On  [ ☐ ]

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

**Site Uses**

☒ Pay ☒ Purchasing

☐ Primary Pay ☐ RFQ Only

☐ Procurement Card

Customer Number

Shipping Network Location

Supplier Notification Method **E-mail**

**Communication**

Voice Area Code  Number  Telex

Fax Area Code  Number  E-mail

- In the **Inactive On** field, enter the date the address will no longer be active.

Example: Below is a sample inactive supplier site.

Supplier Sites (NIH-OU) - MOTT FOUNDATION, [New]

Site Name **CHICAGO** Alternate Name  ☒

Country

Address **1234 DRAKE AVENUE** Alternate Address

City **CHICAGO** State **IL** Postal Code **23456**

Province  County

Language  Inactive On **19-AUG-2003** [ ]

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

**Site Uses**

☒ Pay ☒ Purchasing

☐ Primary Pay ☐ RFQ Only

☐ Procurement Card

Customer Number

Shipping Network Location

Supplier Notification Method **E-mail**

**Communication**

Voice Area Code  Number  Telex

Fax Area Code  Number  E-mail

6. Select the **Bank Accounts** tab.

Result: The bank account-related fields are displayed.

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

**Effective Dates**

Name	Number	Curr	Primary	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Bank**

Name

Number

**Branch**

Name

Number

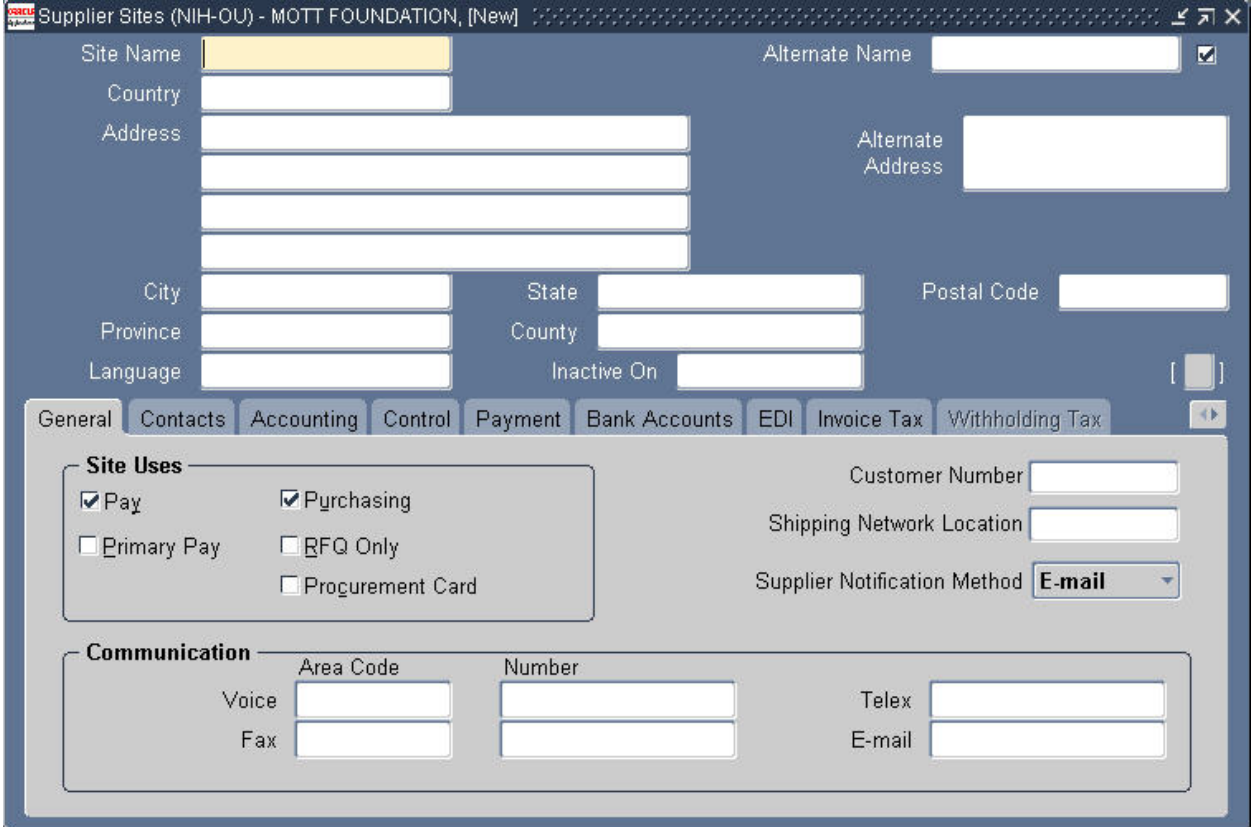
7. Review the information listed on the tab.

**Important:** If there is bank information linked to this supplier site, the **NIH Bank Setup User** will need to update the bank information to link it to the new address.

8. Save the record.

9. Select the New  button on the applications toolbar.

Result: The **Supplier Sites** window is enabled for data entry.



10. Enter a unique name in the **Site Name** field.

Note: We recommend using the city name for the site name. For example, **CHICAGO**, or **CHICAGO 1** if a site already exists with the city name.

11. Enter the following address information.

Field	Description
<b>Alternate Name</b>	Enter an alternate name for the site
<b>Alternate Address</b>	Enter an alternate address for the site
<b>Country</b>	Select the appropriate country from the <b>LOV</b> .
<b>Address</b>	Enter the address line information
<b>City</b>	Enter the city name
<b>State</b>	Enter the state
<b>Postal Code</b>	Enter the postal code
<b>Province</b>	Enter the province abbreviation
<b>County</b>	Enter the county name
<b>Language</b>	Enter the language used at that site

<b>Inactive On</b>	Enter the date the site will no longer be active
--------------------	--

Example: The following is a sample completed **Supplier Sites** window.

Supplier Sites (NIH-OU) - MOTT FOUNDATION, 10044262

Site Name **CHICAGO1** Alternate Name ☐

Country **United States**

Address **12563 SR 334** Alternate Address

City **CHICAGO** State **IL** Postal Code **45256**

Province  County

Language  Inactive On

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

**Site Uses**

☒ Pay ☒ Purchasing

☐ Primary Pay ☐ RFQ Only

☐ Procurement Card

Customer Number

Shipping Network Location

Supplier Notification Method **E-mail**

**Communication**

Voice  Area Code  Number

Fax  Telex

E-mail

- Review the information on the **General** region tab and update as necessary.

Field	Description
<b>Site Uses</b>	<b>Pay</b> - Enable if this site can be used for payments <b>Primary Pay</b> - Enable if this is the primary payment site <b>Purchasing</b> - Enable if site can be used for purchase orders <b>RFQ Only</b> - Enable if you do not allow entering purchase orders for a supplier site <b>Procurement Card</b> - Accepts the credit card brands of your procurement cards
<b>Communication</b>	Enter contact information for this supplier site.

**If you want to enter supplier contacts, goto task #13. Otherwise, goto task #15.**

- Select the **Contacts** tab.

Result: The fields related to supplier contacts are displayed.

The screenshot shows the 'Supplier Contacts' window with the 'Contacts' tab selected. The window contains a table for contact information with columns: Last, First, M, Prefix, Title, Telephone, Mail Stop, and Inactive On. Below the table are fields for Department and Alternate Contact Name. All fields are currently empty.

Name		Prefix				Mail Stop	Inactive On
Last	First	M		Title	Telephone		

Department:

Alternate Contact Name:

14. Enter information on the supplier contact as described below:

Field	Description
<b>Name: Last</b>	Enter the contact's last name
<b>Name: First</b>	Enter the contact's first name
<b>Name: M</b>	Enter the contact's middle initial
<b>Prefix</b>	Enter the appropriate prefix for the contact
<b>Title</b>	Enter the contact's title
<b>Telephone</b>	Enter the contact's telephone number
<b>Inactive On</b>	Enter a date on which the contact will no longer be active
<b>Department</b>	Enter the department name
<b>Alternate Contact Name</b>	Enter the name of an alternate contact

Example: The following is a sample completed **Supplier Contacts** window.

The screenshot shows the 'Supplier Contacts' window with the 'Contacts' tab selected. The window contains a table for contact information with columns: Last, First, M, Prefix, Title, Telephone, Mail Stop, and Inactive On. Below the table are fields for Department and Alternate Contact Name. Sample data has been entered into the first row of the table and the Department field.

Name		Prefix				Mail Stop	Inactive On
Last	First	M		Title	Telephone		
CORNELL	KRISTANNE	MS		CFO	202 222-2222		

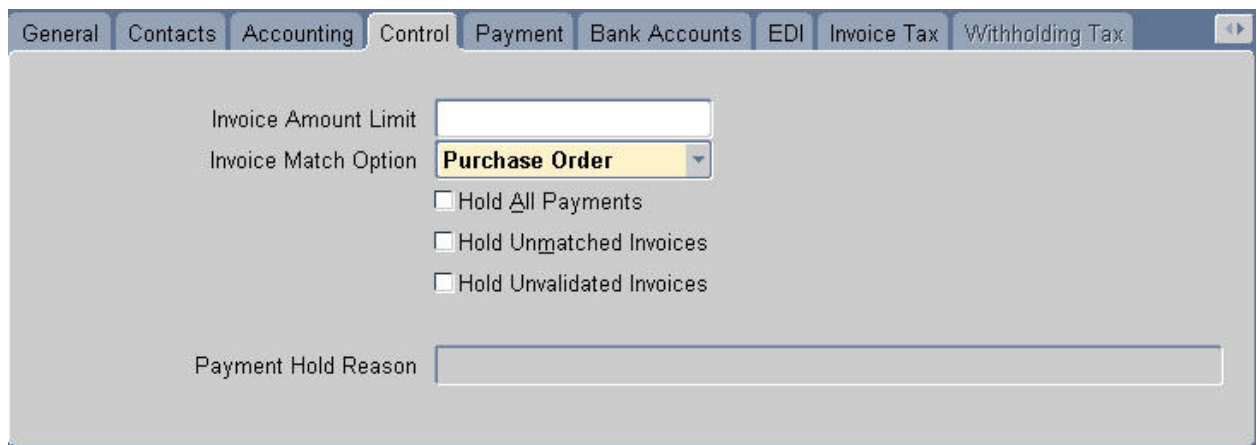
Department: FINANCE

Alternate Contact Name:

15. Select the **Control** tab.

Results: The control-related fields are displayed.



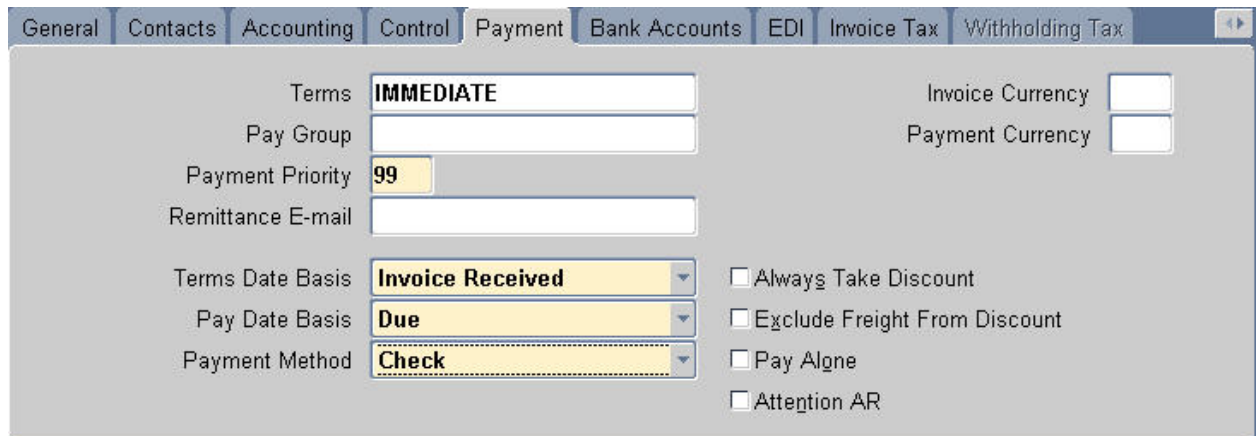


16. Enter any applicable information on the **Control** tab.

Field	Description
<b>Invoice Amount Limit</b>	Enter an invoice amount limit
<b>Invoice Match Option</b>	Use the drop down list to select the match option
<b>Hold All Payments</b>	Holds all payments to the supplier
<b>Hold Unmatched Invoices</b>	Holds all unmatched invoices to the supplier
<b>Hold Unvalidated Invoices</b>	Holds all unvalidated invoices to the supplier
<b>Payment Hold Reason</b>	Select a reason from the <b>LOV</b> .

17. Select the **Payment** tab.

Result: The payment-related fields are displayed.



18. Enter any applicable information on the **Payment** tab.

Field	Description
<b>Terms</b>	Select the appropriate payment terms from the <b>LOV</b> . <u>Note:</u> Defaults from <b>Supplier Type</b> chosen at the header level.



<b>Pay Group</b>	Select a value from the <b>LOV</b> . The pay group can be used to segregate invoices in payment batches.
<b>Payment Priority</b>	Value defaults. May enter a new payment priority
<b>Terms Date Basis</b>	Select value from drop down menu
<b>Pay Date Basis</b>	Select value from drop down menu
<b>Payment Method</b>	Select value from drop down menu <u>Note:</u> Once bank information is associated with a supplier, the <b>Payment Method</b> field is automatically updated to <b>Electronic</b> but can be changed during invoice creation.

19. Save the record.

20. Close the **Supplier Sites** window.

Result: You are returned to the **Supplier** window.

Suppliers (NIH-OU)

Supplier Name: **MOTT FOUNDATION** Supplier Number: **10044262**

Alternate Name:

Taxpayer ID: **234-33-4444** Tax Registration Number:

Inactive On:  [ ☐ ]

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Type: **SPONSOR**

Employee Name:  Number:

☐ One Time

SIC:

Minority Owned:

☐ Small Business

☐ Woman Owned

Sites

**End of activity.**


## Adding a New Site




### Adding a New Site

- In the event that a supplier opens a new office or adds another location, you may add a new site for a supplier without inactivating an existing site.
- The steps are similar to the previous steps for changing the address, except you do not inactivate the existing site.

#### Steps:

1. Locate the supplier
2. Select the **Sites** button
3. Select the **New**  button on the toolbar
4. Enter the new site information
5. Save the record

## Adding New Contacts



### Adding New Contacts

At any point in time, you may add contacts to the supplier record or the supplier site.

General		Contacts	Accounting	Control	Payment	Bank Accounts	EDI	Invoice Tax	Withholding Tax
Name		Prefix		Title		Telephone		Mail Stop	Inactive On
Last	First	M							
CRAIG	PAUL			PRESIDENT	515	152-4563			

Department

Alternate Contact Name

Page 14


### Steps to Add Contacts to the Supplier Record:

- Locate the Existing Supplier Record.
- Select the **Contacts** tab.
- Enter the new contact information
- Save the record.

### Steps to Add Contacts to the Supplier Site:

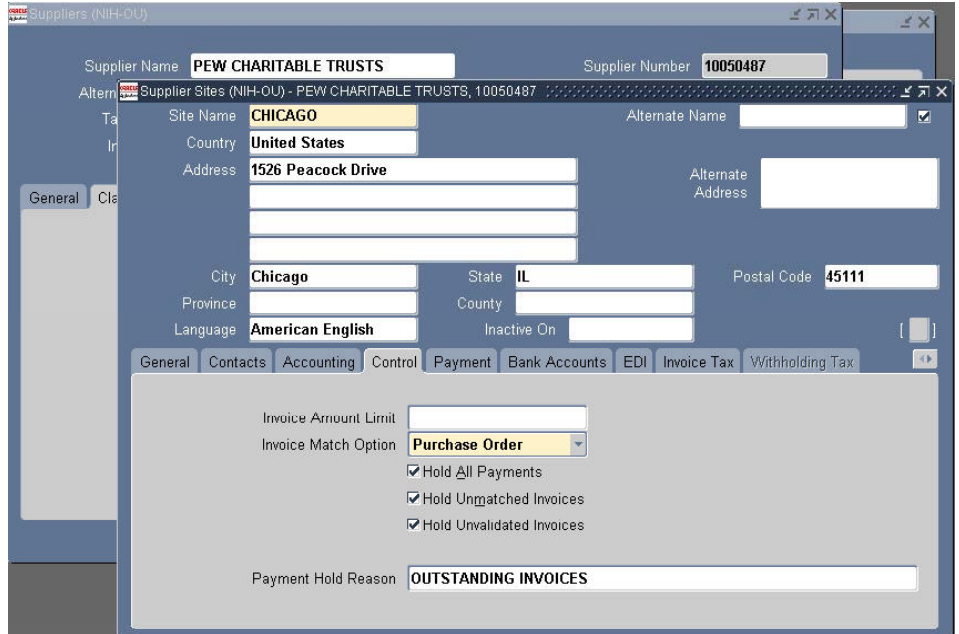
- Locate the Existing Supplier Record.
- Select the **Sites** button.
- Locate the site for which you want to add a contact.
- Select the **Contacts** tab.
- Enter the new contact information
- Save the record.

## Placing a Supplier On-Hold

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Placing a Supplier On-Hold

➤ Below is a screen shot of a supplier that is on-hold.



The screenshot displays the 'Suppliers (NIH-OU)' interface. At the top, the 'Supplier Name' is 'PEW CHARITABLE TRUSTS' and the 'Supplier Number' is '10050487'. Below this, the 'Supplier Sites (NIH-OU) - PEW CHARITABLE TRUSTS, 10050487' window is open, showing details for the 'CHICAGO' site. The site's 'Country' is 'United States' and its 'Address' is '1526 Peacock Drive'. The 'City' is 'Chicago', 'State' is 'IL', and 'Postal Code' is '45111'. The 'Language' is 'American English'. The 'Payment Hold Reason' is set to 'OUTSTANDING INVOICES'. The 'Invoice Match Option' is 'Purchase Order'. The 'Hold' checkboxes for 'All Payments', 'Unmatched Invoices', and 'Unvalidated Invoices' are all checked.

Page 15

A supplier may be placed on hold in the event that

- the supplier is delinquent in paying outstanding invoices
- the supplier's bank account information is going to change in the near future.

The payment issuing office must submit a request to the Government Accounting department before a supplier can be placed on hold.

## Placing a Supplier On Hold

---

### Purpose

The purpose of this document is to describe how to place a supplier on hold. By placing a supplier on hold, you restrict the payment and invoice activity for the supplier.

NIH Payables Manual Vendor Entry User

N > Suppliers > Enter

Suppliers

The screenshot shows a software window titled "Suppliers (NIH-OU)". It features a tabbed interface with the following tabs: General, Classification, Accounting, Control, Payment, Bank Accounts, EDI, Invoice Tax, and Withholding Tax. The "General" tab is currently selected. Within this tab, there are several input fields: "Supplier Name" (highlighted in yellow), "Supplier Number", "Alternate Name", "Taxpayer ID", "Tax Registration Number", "Inactive On", "Parent Supplier Name", "Number", and "Customer Number". A "Sites" button is located at the bottom right of the window.

1. Select the  **Find** button on the applications toolbar.

Result: The **Find Suppliers** window is displayed.

The screenshot shows the 'Find Suppliers' window with the following fields and controls:

- Supplier Name:** Text input with a dropdown arrow.
- Supplier Number:** Text input.
- Alternate Name:** Text input.
- Taxpayer ID:** Text input.
- Tax Registration Number:** Text input.
- Inactive Dates:** Text input with a date range format (e.g., MM/DD/YYYY - MM/DD/YYYY).
- One Time:** Check box.
- Supplier Type:** Text input.
- Employee Name:** Text input.
- Employee Number:** Text input.
- Parent Supplier:** Text input.
- Parent Number:** Text input.
- Payment Priorities:** Text input with a range format (e.g., 1 - 10).
- Reporting Name:** Text input.
- Payment Terms:** Text input.
- Pay Group:** Text input.
- Reportable:** A section containing:
  - Federal:** Dropdown menu.
  - Income Tax Type:** Text input.
  - State:** Dropdown menu.
- Buttons:** 'Clear', 'New', and 'Find' at the bottom right.

2. Enter your search criteria.

Note: Below is a sample of fields to use to search.

Field	Description
<b>Supplier Name</b>	Select the supplier's name from the <b>LOV</b>
<b>Supplier Number</b>	Enter the supplier number
<b>Taxpayer ID</b>	Enter the taxpayer ID
<b>Supplier Type</b>	Select the supplier type from the <b>LOV</b>
<b>Employee Name</b>	Select the employee's name from the <b>LOV</b>
<b>Employee Number</b>	Enter the employee number

3. Select the **Find** button.

Result: The results of your query are displayed.

Suppliers (NIH-OU)

Supplier Name **PEW CHARITABLE TRUSTS** Supplier Number **10050487**

Alternate Name

Taxpayer ID **214558563** Tax Registration Number

Inactive On [ ]

General Classification Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Type **SPONSOR**

Employee Name Number

☐ One Time

SIC

Minority Owned

☐ Small Business

☐ Woman Owned

Sites

Note: Use the up and down arrows on the keyboard to locate the Supplier you want to place on hold.

4. Select the **Sites** button.

Result: The **Supplier Sites** window is displayed.

Supplier Sites (NIH-OU) - PEW CHARITABLE TRUSTS, 10050487

Site Name **CHICAGO** Alternate Name  ☒

Country **United States**

Address **1526 Peacock Drive** Alternate Address

City **Chicago** State **IL** Postal Code **45111**

Province  County

Language **American English** Inactive On  [ 

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

**Site Uses**

☒ Pay ☒ Purchasing

☐ Primary Pay ☐ RFQ Only

☐ Procurement Card

Customer Number

Shipping Network Location

Supplier Notification Method **E-mail**

**Communication**

Voice Area Code  Number  Telex

Fax   E-mail

5. Select the **Control** tab

Result: The below fields are displayed.

General Contacts Accounting Control Payment Bank Accounts EDI Invoice Tax Withholding Tax

Invoice Amount Limit

Invoice Match Option **Purchase Order**

☐ Hold All Payments

☐ Hold Unmatched Invoices

☐ Hold Unvalidated Invoices

Payment Hold Reason

6. Enable the appropriate checkboxes.

Field	Description
<b>Hold All Payments</b>	Holds all payments to the supplier
<b>Hold Unmatched Invoices</b>	Holds all unmatched invoices to the supplier
<b>Hold Unvalidated Invoices</b>	Holds all unvalidated invoices to the supplier



7. Enter a reason into the **Payment Hold Reason** field.

Example: Below is a sample completed **Control** tab.


The screenshot shows a software interface with a tabbed menu at the top. The tabs are: General, Contacts, Accounting, Control (selected), Payment, Bank Accounts, EDI, Invoice Tax, and Withholding Tax. The main area of the 'Control' tab contains the following fields and options:

- Invoice Amount Limit:** An empty text input field.
- Invoice Match Option:** A dropdown menu with 'Purchase Order' selected.
- Checkboxes:** Three checkboxes are checked:
  - ☒ Hold All Payments
  - ☒ Hold Unmatched Invoices
  - ☒ Hold Unvalidated Invoices
- Payment Hold Reason:** A text input field containing the text 'NUMEROUS OUTSTANDING INVOICES'.

8. Save the record.

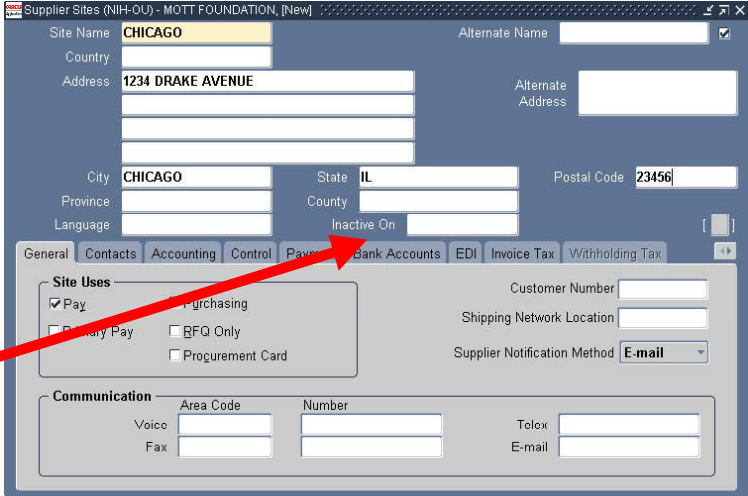
**End of activity.**

## Inactivating Records

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Inactivating Records

- In the Supplier table, you may inactivate:
  - A Supplier Site
  - A Supplier Contact
  - An entire Supplier record.
- Populate the **Inactive On** fields to deactivate a supplier record



Supplier Sites (NIH-OU) - MOTT FOUNDATION, [New]

Site Name: CHICAGO, Alternate Name: [ ]

Country: [ ], Address: 1234 DRAKE AVENUE, Alternate Address: [ ]

City: CHICAGO, State: IL, Postal Code: 23456

Province: [ ], County: [ ], Inactive On: [ ]

General | Contacts | Accounting | Control | Payments | Bank Accounts | EDI | Invoice Tax | Withholding Tax

Site Uses: ☒ Pay, ☐ Purchasing, ☐ Primary Pay, ☐ BFG Only, ☐ Procurement Card

Customer Number: [ ], Shipping Network Location: [ ], Supplier Notification Method: E-mail



Communication: Area Code, Number, Voice, Fax, Tolox, E-mail

Page 16

Examples of reasons for deactivating supplier records:

- Supplier closes one of it's locations – inactivate the supplier site
- Supplier contact leaves the supplier organization – inactivate the supplier contact
- Supplier no longer does business with the NIH – inactivate the supplier record

## Inactivating A Supplier Site

**Inactivating A Supplier Site**

Supplier Sites (NIH-OU) - MOTT FOUNDATION, [New]

Site Name  
**CHICAGO**

Country

Address  
**1234 DRAKE AVENUE**

City  
**CHICAGO**

Province

Language

Alternate Name

Alternate Address

State  
**IL**

County

Inactive On

Postal Code  
**23456**

General

Contacts

Accounting

Control

Payment

Bank Accounts

EDI

Invoice Tax

Withholding Tax

☒ Pay

☐ Primary Pay

☒ Purchasing

☐ BFO Only

☐ Procurement Card

Customer Number

Shipping Network Location

Supplier Notification Method  
**E-mail**

Voice

Fax

Area Code

Number


Telex

E-mail

Enter a date here to Inactivate a Supplier Site

Page 17

## Inactivating A Supplier Contact



### Inactivating A Supplier Contact

Enter a date here to Inactivate a Supplier Contact

GeneralContactsAccountingControlPaymentBank AccountsEDII nvoice TaxWithholding Tax

Name			Prefix	Title	Telephone	Mail Stop	Inactive On
Last	First	M					
CRAIG	PAUL			PRESIDENT	515 152.4563		


Department  
Alternate Contact Name

Page 18

Note: We will cover inactivating supplier records in the next session.

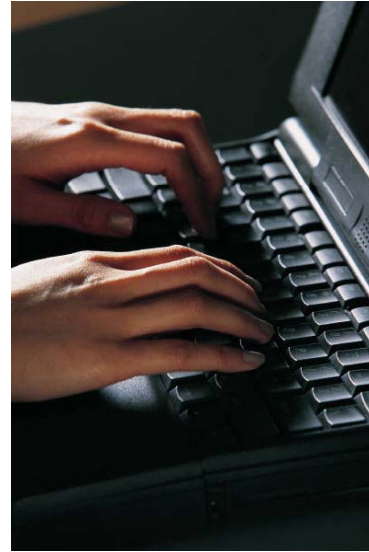
## Practice Lab

---

**nabrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

**Practice Lab**

# Lab Time



Page 19

Complete Lab 5: Modifying Existing Supplier Records

## Searching for Duplicate Supplier Records

---



### Searching for Duplicate Supplier Records

After this lesson you should know how to:

- Enter a new supplier
- Update an existing supplier
- **Search for duplicate supplier records**
- Remove duplicate supplier records

## Searching for Duplicate Supplier Records

---

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Searching for Duplicate Supplier Records

- Removing duplicate supplier records is a part of routine supplier table maintenance.
- To facilitate the review, Oracle provides you with the following reports:
  - Supplier Report
  - Supplier Audit Report

Page 21

## Supplier Report

---

**Supplier Report**

**Purpose:**

To review detailed information about your supplier records. You can use this report to verify the accuracy of your current supplier information and to help manage your master listing of supplier records.

You can sort the report by suppliers in alphabetical order, by supplier number, by the user who last updated the supplier record, or by the user who created the supplier record.

**Format:**

This report is essentially a listing of your supplier table based upon the parameters you select when submitting the report.

Page 22

### Parameters:

- Order By (Created By, Last Updated By, Supplier Name, Supplier Number)
- Income Tax Reportable Only (Include suppliers for just 1099 reporting or all)
- From/To Creation Date
- From/To Update Date
- Created By
- Updated By
- Include All/Active Suppliers
- Include Site Information
- Include All/Active Sites
- Include Home Country (To suppress the country name in the address for suppliers that are in your home country, enter No)
- Include Contact Information
- Include All/Active Contacts
- Include Bank Account Information



- Include All/Active Accounts

**Format:**

Payables provides detailed information for each supplier, and optionally, supplier site, including the user who created the supplier/site, creation date, pay group, payment terms, bank information, and other supplier or site information.

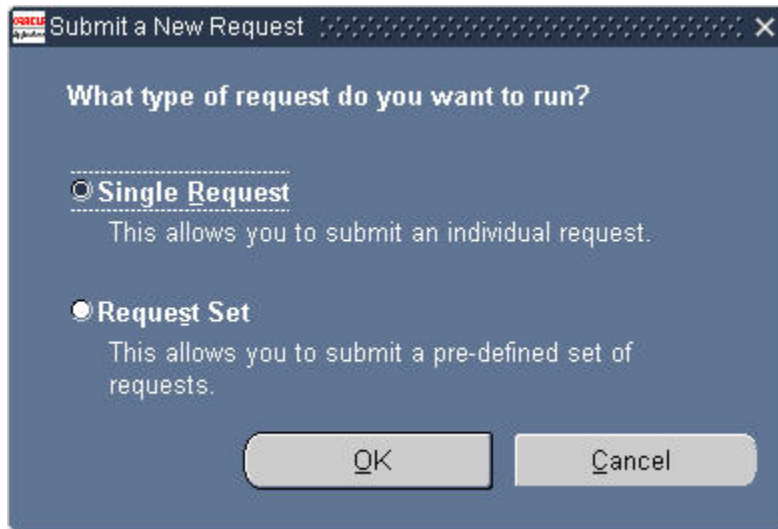
## Submitting the Supplier Report

---

NIH Payables Manual Vendor Entry User

N > Other > Requests > Run

Submit a New Request



1. Select the **OK** button.

Result: The **Submit Request** window is displayed.

2. Click on the **LOV** in the **Name** field and select **Supplier Report**.

Result: The **Parameters** window is displayed.

3. Enter your report parameters as described below:

Field	Description
<b>Supplier Name</b>	Select a Supplier Name from the <b>LOV</b> to run for a single supplier
<b>Supplier Type</b>	Select a Supplier Type from the <b>LOV</b> to run for a single supplier type
<b>Order By</b>	Select the method that you want the report to be ordered from the <b>LOV</b>
<b>Income Tax Reportable Only</b>	Select <b>Yes</b> or <b>No</b> from the <b>LOV</b>
<b>Created Date Range</b>	Enter a date range that the supplier records were created
<b>Updated Date Range</b>	Enter a date range that the supplier records were updated
<b>Created By</b>	Select the user name of the individual who created the records from the <b>LOV</b>
<b>Updated By</b>	Select the user name of the individual who created the records from the <b>LOV</b>
<b>Include All/Active Suppliers</b>	Select <b>All</b> or <b>Active</b> from the <b>LOV</b>
<b>Include Site Information</b>	Select <b>Yes</b> or <b>No</b> from the <b>LOV</b>
<b>Include All/Active Sites</b>	Select <b>All</b> or <b>Active</b> from the <b>LOV</b>
<b>Include Home Country</b>	Select <b>Yes</b> or <b>No</b> from the <b>LOV</b>

<b>Site Pay Group</b>	Select a <b>Pay Group</b> from the <b>LOV</b>
<b>Include Contact Information</b>	Select <b>Yes</b> or <b>No</b> from the <b>LOV</b>
<b>Include All/Active Contacts</b>	Select <b>All</b> or <b>Active</b> from the <b>LOV</b>
<b>Include Bank Information</b>	Select <b>Yes</b> or <b>No</b> from the <b>LOV</b>
<b>Include All/Active Bank Accounts</b>	Select <b>All</b> or <b>Active</b> from the <b>LOV</b>

4. Select the **OK** button.

Result: The **Parameters** window is no longer displayed.

5. Select the **Submit** button.

Result: The **Requests** window is displayed.

Request ID	Name	Parent	Phase	Status	Parameters
156944	Suppliers Report		Pending	Normal	50541, EMPLOYEE, Vendor Name,
156628	Supplier Audit Report		Completed	Normal	10, 1, N
154016	NIH Patient Addition (Rep		Completed	Cancelled	12499, 709
147527	Reprint output of request		Completed	Normal	147266, nbsr3can552, 1, LANDWIDI
147417	Reprint output of request		Completed	Normal	147415, nbsr3can550, 1, LANDWIDI
147416	Reprint output of request		Completed	Normal	147415, nbsr3can552, 1, LANDWIDI
147415	NIHTM Patient Audit Rep		Completed	Normal	CLINICAL_CENTER_PATIENT, 14-A
147414	Reprint output of request		Completed	Normal	147266, nbsr3can550, 1, LANDWIDI
147268	Reprint output of request		Completed	Normal	147266, nbsr3hp41k2, 1, LANDWIDI
147267	Reprint output of request		Completed	Normal	147266, nbsr3can552, 1, LANDWIDI

6. Select the **Refresh Data** button until the **Phase** is **Completed**.
7. Select the **View Output** button to view the report.

**End of activity.**

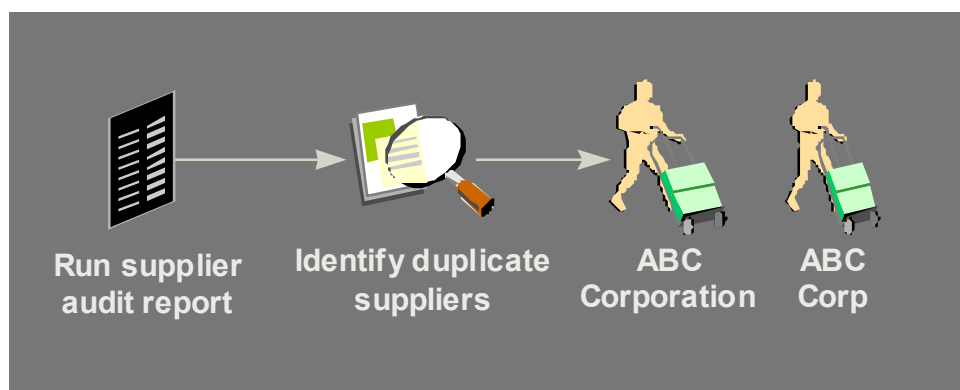
# Supplier Audit Report



## Supplier Audit Report

### Purpose:

To help identify potential duplicate suppliers. This report lists active suppliers whose names are the same up to a specified number of characters. The report ignores case, spaces, special characters, etc.



Page 23

### Parameters:

You may want to run the report with different parameters to fine tune your search. Specify a length short enough to identify duplicates, such as Comco and Comco, Inc., but long enough to avoid obviously different supplier names, such as General Instruments and General Electric.

### Format:

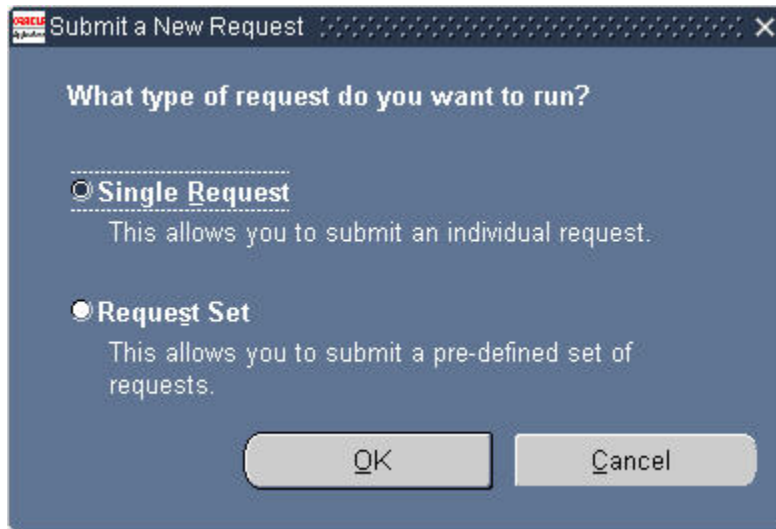
The report lists all site names and addresses of each potential duplicate supplier. The report inserts a blank line between groups of possible duplicate suppliers. Review the report to determine which suppliers are duplicates.

## Submitting the Supplier Audit Report

NIH Payables Manual Vendor Entry User

N > Other > Requests > Run

Submit a New Request

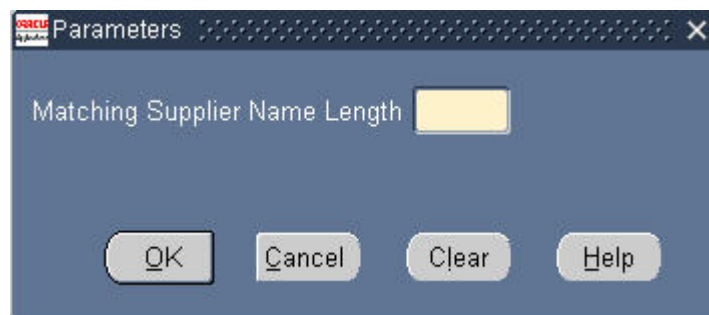


1. Select the **OK** button.

Result: The **Submit Request** window is displayed.

2. Click on the **LOV** in the **Name** field and select **Supplier Audit Report**.

Result: The **Parameters** window is displayed.



3. Enter the number of characters that you want the report to match.

Note: The higher number of characters you select, the fewer matches you will receive.


4. Select the **OK** button.
5. Select the **Submit** button.

Result: The **Requests** window is displayed.



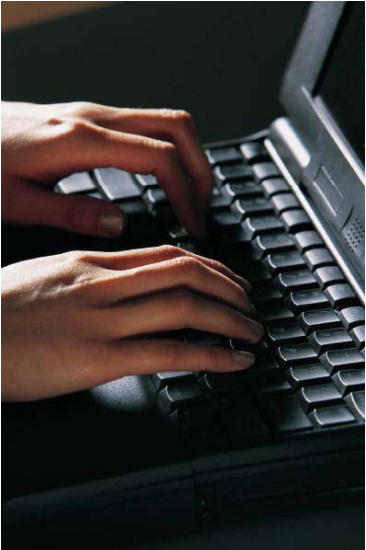
6. Select the **Refresh Data** button until the **Phase** is **Completed**.
7. Select the **View Output** button to view the report.

**End of activity.**

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

# Practice Lab

# Lab Time



Page 24

Complete Lab 6: Submitting Supplier Reports



## Removing Duplicate Supplier Records

---




### Removing Duplicate Supplier Records

After this lesson you should know how to:

- Enter a new supplier
- Update an existing supplier
- Search for duplicate supplier records

**→ Remove duplicate supplier records**

## Removing Duplicate Records

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Removing Duplicate Records

Follow the chart below to determine the appropriate way to remove duplicate records

Type of Record	Step 1	Step 2
<b>NED/HRDB Record</b>	Merge at Supplier level	N/A
<b>Baltimore Patient</b>	Inactivate Employee Record	Merge at Supplier level
<b>Phoenix Patient</b>	Inactivate Employee Record	Merge at Supplier level
<b>Non NIH Affiliated</b>	Inactivate Employee Record	Merge at Supplier level
<b>Clinical Center Patient*</b>	Inactivate Employee Record	Merge at Supplier level

\* Clinical Center Patient Records **CANNOT** be merged with any other supplier type. **Merge ONLY with other CP Suppliers**

Page 26

Records originating in NED/HRDB records should not be inactivated in the Employee Table. Such records can be merged in the Supplier Table.

Baltimore Patients, Phoenix Patients, and Non-NIH Affiliated records should first be inactivated in the Employee Table. After review, the records may be merged in the Supplier Table by a Supervisor or Manager.

Clinical Center Patient records should not be merged with any other supplier type except CP. If you find multiple CP records for the same patient, inactivate one in the Employee Table. After review, the records can be merged in the Supplier Table by a Supervisor or Manager.

The task of merging supplier records should only be done by a Supervisor or a Manager.

## Inactivating an Employee

**nbrss** NATIONAL INSTITUTE OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM

### Inactivating an Employee

**Enter Person**

**Name**

Last Name: JONES  
First: JUSTIN  
Middle: A  
Title:

**Identifier**

Employee Number: NN00003660  
Social Security:

**Gender**

☒ Male ☐ Female ☐ Unknown

**Employment Dates**

18 JUN 2003 ---

**Personal Information**

Birth Date:   
Email:   
Mail: Home Work Telephone:   
[ IN ]  
More ...

Enter a date here to Inactivate an Employee

Page 27

To inactivate an employee:


- Navigate to N > Employees > Enter Person
- Locate the individual
- Enter a date in the **Employment Dates To** field
- Save the record

When you inactivate a person, all invoices and payments completed in the system will remain connected with the supplier record. However, once a person has been inactivated, you may not create new travel documents for this person.

If the person has existing travel documents in progress, the documents will continue to process as normal.


In the event that the person becomes active again, you may delete the date in this field and save the record.

## Merging Supplier Records

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Merging Supplier Records

The Supplier Merge window is used to combine supplier records.



Page 28

You may use the merge functionality to combine two supplier records or two supplier sites within a single supplier.

Once the supplier merge program is run, it cannot be reversed.

The supplier merge program updates any existing purchase orders, AP Invoices or payments with the new supplier information.

For example, if you merge from Supplier “Eurasia Fnd” to Supplier “Eurasia Foundation”, all records in the system for “Eurasia Fnd” will be changed to “Eurasia Foundation”.

# Merging Supplier Records

## Purpose

The purpose of this document is to describe how to merge suppliers or supplier sites.

NIH Payables Manual Vendor Entry User

N > Suppliers > Supplier Merge

Supplier Merge

Invoices	PO	Name	Site
All	<input checked="" type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Copy Site ☐

Merge

1. In the **Invoices** field, use the drop down menu to select which invoices you want to include in the merge.

Note: You may select All, Unpaid, or None.

2. Tab to the **From Supplier Name** field and use the **LOV** to locate the supplier you want to merge.

Note: This name should be the one you DO NOT want to remain.

**If you want to merge sites within a supplier, goto task #3. Otherwise, goto task #4.**

3. Tab to the **From Supplier Site** field and use the **LOV** to locate the supplier site you want to merge.

Note: This name should be the one you DO NOT want to remain.

4. Tab to the **Copy Site** field and enable if you would like the sites added to the remaining supplier record.
5. Tab to the **To Supplier Name** field and select the name of the supplier that you want to merge the records into.

Note: This name should be the one you DO want to remain.

6. Tab to the **To Supplier Site** field and use the **LOV** to locate the supplier site you want to merge from the **LOV**.

Notes:

- If you have enabled the **Copy Site** box, then you will not be able to select a site.
- This name should be the one you DO want to remain.

Example: Below is a sample completed **Supplier Merge** window.

Transfer				From Supplier		To Supplier	
Invoices	PO	Name	Site	Copy Site	Name	Site	
All	<input checked="" type="checkbox"/>	MOTT FND	CHICAGO	<input checked="" type="checkbox"/>	MOTT FOUNDATION	CHICAGO	
	<input type="checkbox"/>			<input type="checkbox"/>			
	<input type="checkbox"/>			<input type="checkbox"/>			
	<input type="checkbox"/>			<input type="checkbox"/>			
	<input type="checkbox"/>			<input type="checkbox"/>			
	<input type="checkbox"/>			<input type="checkbox"/>			

Merge

7. Select the **Merge** button.

Result: A caution message will appear.



8. Select **OK**

Result: A message will appear indicating the request ID.



9. Select **OK**.


Result: Your status bar will indicate the record has been saved.

Notes:

- If you receive an error message regarding duplicate sites, then you should disable the **Copy Sites** button as the site already exists in the new record.
- You should monitor the request in the **Requests** window (M > View > Requests) to ensure that the process completes without error.

**End of activity.**

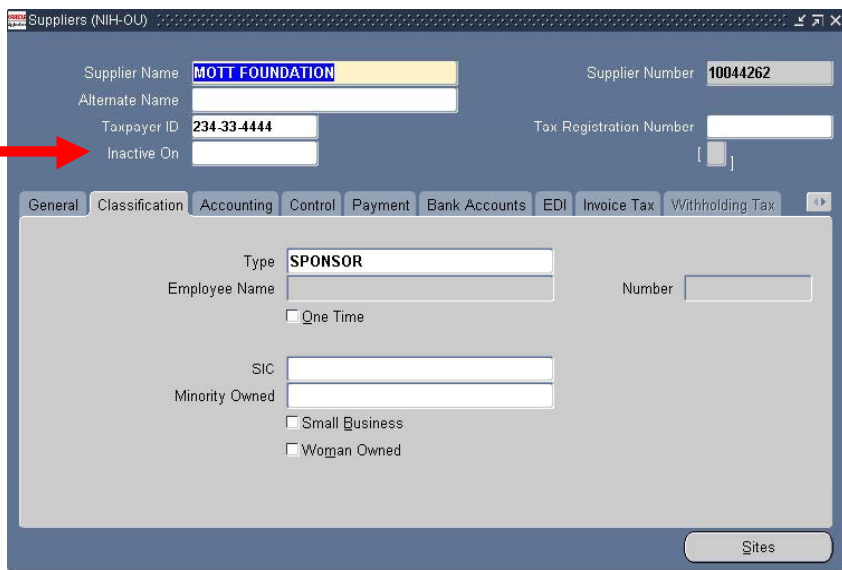
## Inactivating A Supplier – An Alternative to Merging Supplier Records



### Inactivating A Supplier – An Alternative to Merging Supplier Records

Another alternative to merging supplier records is to inactivate the duplicate records in the Supplier Table.

Enter a date  
here to  
Inactivate a  
Supplier



Page 29

To inactivate a supplier, enter a date in the **Inactive On** field in the supplier header.


When you inactivate a supplier, all invoices and payments completed in the system will remain connected with the supplier record. However, once a supplier has been inactivated, you may not create new invoices for this supplier.

If the supplier has existing invoices pending in AP for payment, the invoices will be processed as scheduled and will not be affected by the change.

In the event that the supplier becomes active again, you may delete the date in this field and save the record.


Unlike the Supplier Merge process, all previous invoices will remain linked to this supplier record in the system. If you were to run reports to determine the supplier's activity, you would need to run the reports for both the active and inactive supplier name.



**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

# Practice Lab

# Lab Time



Page 30

Complete Lab 7: Merging Supplier Records

## Lesson Summary

---



### Lesson Summary

In this lesson, you learned how to:

- Enter a new supplier
- Update an existing supplier
- Search for duplicate supplier records
- Remove duplicate supplier records

# **Bank Setup Support Activities**

## **Chapter 7**

## Bank Setup Support Activities

---

The slide features a header with the Nabrss logo (National Institutes of Health Business & Research Support System) and the text 'nabrss'. The main title 'Bank Setup Support Activities' is displayed in a large blue box. Below this, a red box contains the text 'Track 2 End User Training' and 'August 21 - 22, 2003'.

**Bank Setup Support Activities**

*Track 2 End User Training*  
*August 21 - 22, 2003*

## Lesson Objectives

---

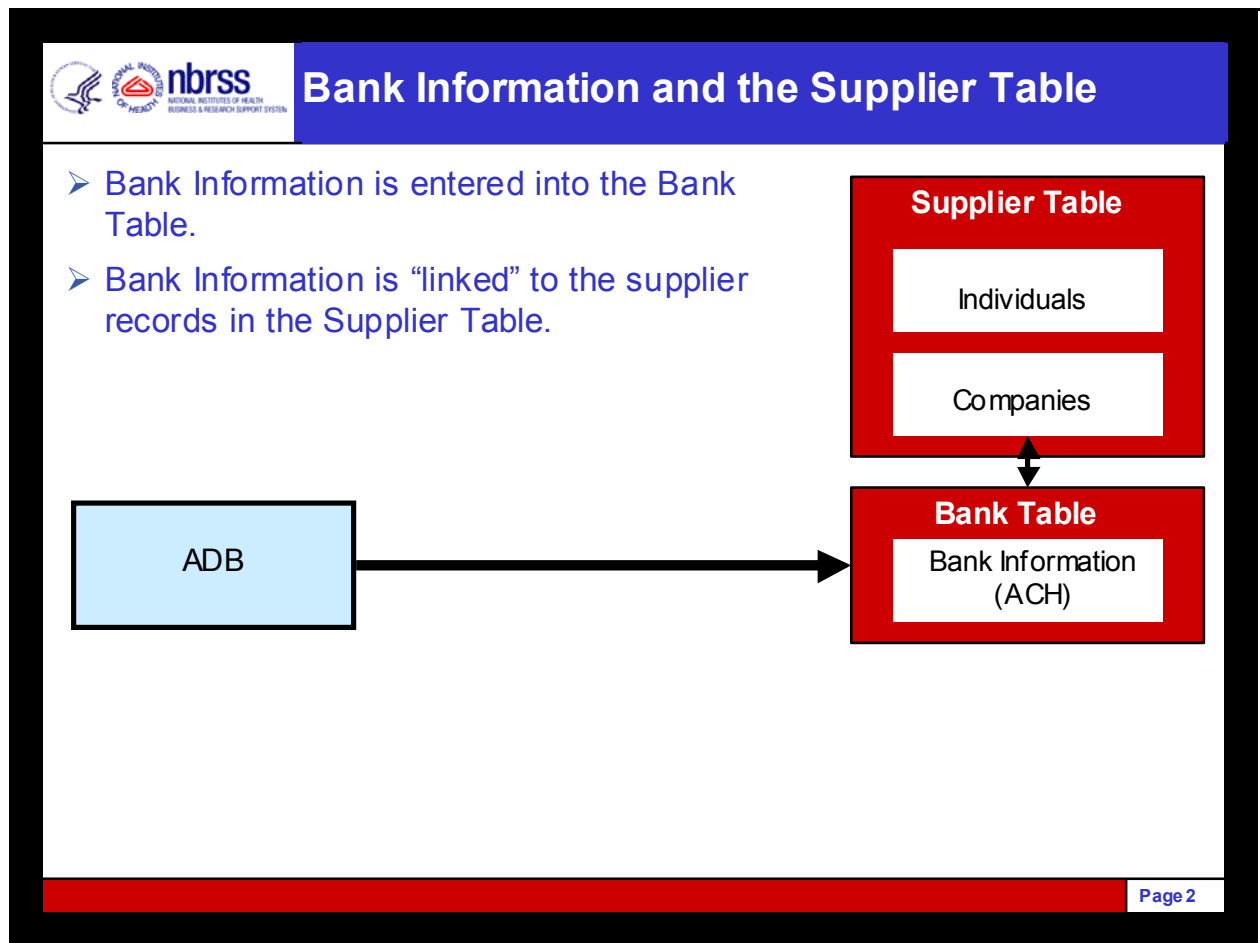


### Lesson Objectives

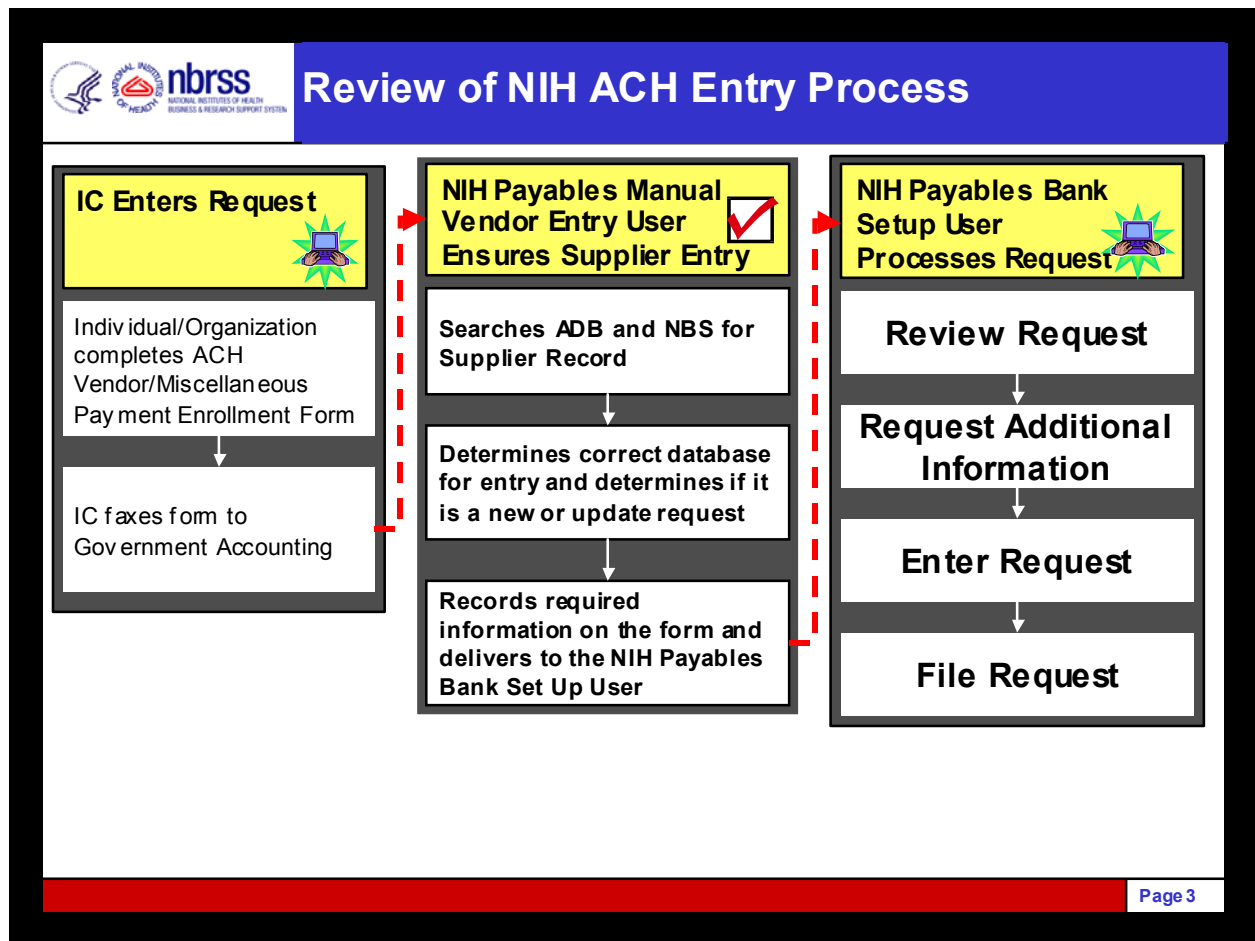
After this lesson you should know how to:

- Search for suppliers
- Determine entry location and method for ACH information

## Bank Information and the Supplier Table



## Review of NIH ACH Entry Process



The overall process for requesting and entering ACH information for suppliers in the NBS will remain the similar to the current process within ADB.

The Manual Vendor Entry staff will have the added responsibility of noting the following on the ACH request form:

- in which system the information should be entered and
- the supplier's existing bank information that needs to be deactivated, if necessary

## Searching for Suppliers

---



### Searching for Suppliers

After this lesson you should know how to:

→ **Search for suppliers**

- Determine entry location and method for ACH information



## Searching NBS for Supplier

The screenshot shows the NBRSS (National Institutes of Health Business & Research Support System) interface for searching suppliers. The title bar reads "Searching NBS for Supplier". The interface includes a "Find Suppliers" window and a "Suppliers (NIH-OU)" window. Red callout boxes with white text and arrows provide numbered instructions:

- 1. Select the Find button**: Points to a flashlight icon in the top left.
- 2. Enter Search Criteria**: Points to the "Find Suppliers" window where search criteria are entered.
- 3. Click Find**: Points to the "Find" button in the "Suppliers (NIH-OU)" window.
- 4. Check Employee Number**: Points to the "Supplier Name" field in the "Suppliers (NIH-OU)" window, which displays "BENJAMIN N FELDMAN:NN00003657".

The "Find Suppliers" window contains the following fields:

- Supplier Name
- Alternate Name
- Taxpayer ID: 111224596
- Inactive Dates
- Supplier Type
- Employee Name
- Parent Supplier
- Payment Priorities
- Reporting Name
- Payment Terms
- Pay Group
- Supplier Number
- Tax Registration Number
- One Time
- Employee Number
- Parent Number
- Reportable: Federal, Income Tax Type, State

The "Suppliers (NIH-OU)" window displays the following information:

- Supplier Name: BENJAMIN N FELDMAN:NN00003657
- Alternate Name
- Taxpayer ID: 111224596
- Inactive On: 31-DEC-4712
- Buttons: General, Classification, Accounting, Control, Payment, Bank Accounts, EDI, Invoice Tax, Withholding Tax
- Parent Supplier Name
- Number

Page 5

Navigate to N > Suppliers > Entry.


1. Select the Flashlight on the Applications toolbar.
2. Enter the SSN number in the **Taxpayer ID** field.
3. Select the **Find** button.

Result: Supplier Record is displayed in the **Suppliers** window.

4. Check the employee number that is appended to the Supplier Name.
  - If the Employee Number begins with NN or PP, then you may enter ACH information for this person.
  - If the Employee Number begins with CP, then ACH information is restricted for this person. Contact your supervisor.

## Determining entry location and method for ACH information

---

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Determining entry location and method for ACH information

After this lesson you should know how to:

- Search for suppliers

**→ Determine entry location and method for ACH information**

Page 6

## Manual Vendor Entry Review Request



### Manual Vendor Entry Review Request

Before forwarding the ACH form to the individuals responsible for entering the information in the NBS, the NIH Payables Manual Vendor Entry Users should:

#### Review Request

1. **Determine if supplier exists** in the ADB or the NBS
2. **Request any additional information** from the supplier
3. Note on the form **in which database the ACH information should be entered**
4. Note whether the request is to **update existing accounts or establish a new account**. If so, record the bank name and routing number



## NBS ACH Source



### NBS ACH Source

The chart below describes the source of ACH information in the NBS.

Traveler Type	NBS ACH Source
Employees	ADB Vendor File
Domestic and Foreign Fellows with US bank account	ADB Vendor File
Foreign Fellows without US bank account	N/A
Consultants/Contractors	ADB Vendor File
Committee Members/Appointments	ADB Vendor File
Bethesda CC Patients	N/A
Baltimore Patients	N/A
Phoenix Patients	OFM
Non-NIH Affiliated Persons	OFM
Foreign Non-NIH Affiliated Persons	N/A

## Does Supplier Have Existing ACH Information?



### Does Supplier Have Existing ACH Information?

- Select the **Bank Accounts** tab to view if the supplier has existing active ACH information.

The screenshot shows the 'Bank Accounts' tab in the NBRSS system. It contains a table with columns for Name, Number, Curr, Primary, and Effective Dates (From, To). The first row is selected, showing a bank account with Name '126444444', Number '1526354444', Curr 'USD', and Effective Dates '19-AUG-2003'. Below the table, there are fields for 'Bank' (Name: FIRST BANK OF BOSTON, Number: ) and 'Branch' (Name: 123456789, Number: 123456789). Arrows point from the 'Bank Name' and 'Branch Number' fields to the text below.

Name	Number	Curr	Primary	Effective Dates
				From To
126444444	1526354444	USD	<input checked="" type="checkbox"/>	19-AUG-2003
			<input type="checkbox"/>	
			<input type="checkbox"/>	

**Bank**

Name: FIRST BANK OF BOSTON  
Number:

**Branch**

Name: 123456789  
Number: 123456789

- If so, then note the **Bank Name** and **Bank Branch Number** on the ACH request form.

## Lesson Summary

---



### Lesson Summary

In this lesson, you learned how to:

- Search for suppliers
- Determine entry location and method for ACH information

# **Important Dates and Information**

## **Chapter 8**

## Important Dates and Information


---

The slide features a header with the Nabrss logo (National Institutes of Health Business & Research Support System) and the text 'Important Dates and Information' in a large blue box. Below this, a red box contains the text 'Track 2 End User Training'.

**Important Dates and Information**

*Track 2 End User Training*



**NBS Track 2 Go-Live**

**NBS Travel System and Supporting  
Financial Modules will Go-Live on  
September 1, 2003**

Page 1

## Initial Oracle Set Up Required

---



### Initial Oracle Set Up Required


The first time you log into the NBS, you will be required to:

- Download Oracle J-Initiator and
- Update your internet browser security settings

Refer to the technical guidance provided on the NBS  
Technical website: <http://nbs.nih.gov/technical.html>

## NBS Travel Support Resources

---

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### NBS Travel Support Resources

- **NBS Travel Web links available 24/7**
  - NBS Oracle Online Help and Reference: <http://nbs.nih.gov/training.html>
- **NIH Portal Support**
  - Phone NIH Help Desk at 6-HELP (301.496.4357)
  - Portal website address: <http://my.nih.gov>
- **NBS Customer Support**
  - Phone: Call 5-NBS7 (301.435.6277)
  - E-mail: Send e-mail to [tasc@NIH.gov](mailto:tasc@NIH.gov)
  - Web Request for Support: Submit to: <http://support.dit.nih.gov>
- **nVision**
  - nVision is an evolution of the NIH Data Warehouse, and it is the new reporting system designed to work in concert with the NBS. nVision is a business intelligence system that delivers NIH-defined standard reports and facilitates the development of user-created ad hoc reports to support decision-making and analysis. The first NBS module to be supported by nVision is Travel.
  - E-mail: Send e-mail to [nVisionSupport@nih.gov](mailto:nVisionSupport@nih.gov)
  - Web Site for information: <http://nvision.nih.gov>

Page 3

## Evaluation

---

**Evaluation**


**Please take a moment to complete the  
on-line training evaluation**

**Your comments are important to us!**

Page 4

Good Luck

---

**nbrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

**Good Luck**

Good Luck!

Page 5

